



TOWN OF WEATHERSFIELD
SELECTBOARD

REGULAR MEETING AGENDA

MONDAY, AUGUST 16, 2021 AT 06:30PM

ASCUTNEY VOLUNTEER FIRE DEPARTMENT
540 US ROUTE 131, ASCUTNEY, VT 05030

PHONE
(802) 674-2626

FAX
(802) 674-2117

ZOOM MEETING

PHONE NUMBER: (929) 205 - 6099 | MEETING ID: 542-595-4364 |

NO PARTICIPANT ID: PRESS # MEETING PASSCODE: 8021

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found at <https://www.weathersfieldvt.org/home/news/public-meetings-zoom>

For this meeting, members of the public who wish to watch the meeting may do so in the following manner:

Comcast Channel "1087" and VTEL Channel "161" on Wednesday at 6:30PM

Zoom: "Live/ Real-time" – August 16, 2021 | 6:30PM

SAPATV.org – Wednesday Afternoon

In-person attendance is permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real-time, via technological means. In the event that we are unable to do so, despite our best efforts, we will post on the Weathersfield website an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting.

1. Call to Order
2. Comments from Selectboard Members, Town Manager, and Residents on Topics not on the Agenda
3. Review minutes from previous meetings: 07-19-2021 & 08-02-2021
4. 2021 Wellwood Orchards Inc. Large Gathering Permit - September 4, 2021
5. Town Manager Report
6. ARPA Fund Discussion
7. Vacant Positions (Land Use & Listers) - Action Plan Discussion
8. Personnel Policy Discussion
9. Work-At-Home Policy
10. Proposed future agenda items
11. Approve Warrant
12. Any other Business
13. Adjourn

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

**Select Board
 Martin Memorial Hall
 5259 Route 5, Ascutney VT
 Monday, July 19, 2021
 6:30 PM
 REGULAR MEETING**

MINUTES

Select Board Members Present: David Fuller
 Kelly O'Brien
 Paul Tillman
 Michael Todd

Select Board Members Absent: Joseph Jarvis

Brandon Gulnick, Town Manager

Others Present:

Erica Culma	Marilee Spanjian	John Broker-Campbell	
Chris Whidden	Ray Stapleton	Howard Beach	
Richard Spanjian	Olivia Savage		

1. Call to Order

Mr. Fuller called the meeting to order at 6:30 PM.

2. Public Hearing: 2017 Land Use Map, Definitions, and Publication of all Previously Approved Bylaws

Land Use Administrator Whidden stated that the Planning Commission has adopted the future land use maps and a number of zoning bylaw revisions. The purpose of this hearing was for the Selectboard to review and approve the proposed bylaws for publication and the proposed zoning map with definitions.

Planning Commission Chair, Howard Beach, said the biggest change to the land use map was the reduction in the amount of 10-acre zoning. The Commission believes this will encourage more housing development.

Zoning Board Chair, John Broker-Campbell, said the map had only just been made available 4 hours ago, yet the hearing had been warned 15 days ago. Mr. Broker-Campbell questioned the legality of the hearing due to the map not being available for viewing for the full 15 days.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Planning Commission member, Mike Todd, said the map and bylaw changes had been warned multiple times and that people had been given multiple opportunities to view them.

Mr. Broker-Campbell said that in the past, the Zoning Board had been frustrated with not having up-to-date bylaws with which to review applications and had made arrangements with Mr. Whidden to have all updates sent directly to him and the Board. This had not happened.

Mr. Whidden stated that all notice requirements had been met several times.

Mr. Fuller asked that the hearing be continued to allow the public time to weigh in and comment on the map.

Motion: To recess the hearing to August 2nd at 6:30 PM.

Made by: Mr. Tillman **Second:** Ms. O'Brien

Vote: All in favor

Mr. Fuller asked Mr. Gulnick to follow up on why Mr. Broker-Campbell did not get any of the requested documents.

3. Comments from Select Board and Town Manager and Citizens on Topics not on the Agenda

Mr. Fuller thanked Mr. Stapleton and the highway crew for the condition of the ditches. He said the ditches are working as evidenced by the lack of damage to Gulf Road in the last round of rain storms.

Mr. Stapleton said the mowing company is coming during the last week of July and the first week of August.

4. Review minutes from previous meetings – 7/6/2021

Additions/corrections/deletions:

a. None

Motion: To pass

Made by: Mr. Tillman **Second:** Mr. Todd

Vote: All in favor

5. Appointments

a. Budget Committee (3 vacancies – 1-year terms)

5.a.i. Everett Bingham

SELECT BOARD

5.a.ii. Erika Culma

5.a.iii. Barbara Thomas

Motion: To appoint Everett Bingham, Erika Culma, and Barbara Thomas to the budget committee for 1 year

Made by: Mr. Todd **Second:** Mr. Tillman

Vote: All in favor

6. Request to extend Amplified Music by 30 minutes at the Inn at Weathersfield on July 31, 2021

A request was made to extend by 30 minutes (from 10:00 PM to 10:30 PM) the amplified music permit at the Inn at Weathersfield for a wedding on July 31, 2021.

Motion: To approve the extension by 30 minutes at the Inn at Weathersfield for music on July 31st, 2021

Made by: Mr. Tillman **Second:** Ms. O'Brien

Mr. Todd thought the extension would do no good, because if someone complains, the police will come and shut or turn things down. Mr. Gulnick said the police would be informed of the extension.

Vote: All in favor

7. 2014 Purchase and Sale Agreement

Mr. Fuller said the Board of Abatement had approved an abatement of \$20,000 in interest and penalties. He said he is now having second thoughts about that decision as he has since learned that the taxpayers will have to make this up.

Mr. Gulnick said a purchase and sale (P&S) agreement was signed in 2014. At the time it was to satisfy \$86,000 in delinquent taxes. The agreement had several conditions and several contingencies. One of those conditions cannot be met without amending the 2014 purchase and sale agreement.

Mr. Gulnick said we need to understand the cost of moving forward with this.

Originally, we talked about the expenses that are directly visible relating to the agreement itself. We have not been looking at where the \$86,000 goes. It cannot be written off and made to disappear.

Every year there is a line in the budget called "abatement of delinquent taxes." This gives the board of abatement the ability to waive taxes, interest, and penalties. All abatements are deducted from this line in the budget. If an abatement exceeds the line, the line is negative and must be offset with a reduction somewhere else in the budget.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

A line called allowance for doubtful accounts was created by the auditors. It was created with fund balance over the years. Funds would be added to it until it equaled the \$86,000 from the P & S agreement. At present that account is \$69,000. However, the board of abatement abated \$20,000, leaving \$49,214.

The board has two options: move forward with the agreement, knowing all the facts and all the finance, with some additional money – approximately \$50,000 – or move forward with a tax sale and recover all of the taxes that are owed to the town.

Mr. Fuller said the doubtful account should have voter authority and it did not. The delinquent tax policy gives remedy for uncollected taxes. He doesn't think the town needs this account. The real problem is in letting this matter go on for 10 years.

Mr. Fuller called for comments from the board.

Ms. O'Brien said Mrs. Abbott knew she had a lien on the property, but entered the deal anyway. Ms. O'Brien felt this was a case of false pretense and should render the agreement null and void. Mr. Fuller said the town thinks it owns a parking lot, but it does not. It has a parking lot with a lien on it.

If the property goes to tax sale, \$86,000 would be recovered. The total net that would enter fund balance from the allowance for doubtful accounts is the \$49,214 that's left. If the property is sold, we would no longer need the allowance for doubtful accounts and it would move into fund balance.

The final cost to complete the 2014 P & S agreement would be \$150,000 - \$155,000. The Town has already spent \$47,000+ on this matter. Additional funds will be needed to develop the parking lot and complete the easement to the Town Forest.

The consensus of the board was that while they may want access to the town forest from Weathersfield, they did not want to spend any more money on it. Mr. Fuller called for a motion.

Motion: To go with option 2 – void the P & S agreement and move to a tax sale

Made by: Mr. Todd Second: Mr. Tillman

Vote: All in favor

8. Listers Office Discussion

Caroline Hier and Lynn Esty have resigned. They were both elected officials. Mr. Gulnick reached out to VLCT for guidance on how to move forward. Both positions must be filled immediately and Mr. Gulnick offered several options on how to do that.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Mrs. Hier gave Mr. Gulnick the list of tasks that must be seen to and provided pertinent passwords.

Mr. Fuller thanked the listers for their service to the town. Mr. Tillman wanted special recognition to Mrs. Hier for her 26 years of service.

The Board discussed the various options and decided to start with posting the vacancies to local residents.

Motion: To post the vacancies of two listers seeking candidates to fill the unexpired terms until the elections of 2022

Made by: Mr. Tillman **Second:** Mr. Todd

Vote: All in favor

9. Town Manager Report

Mr. Gulnick will be on vacation for two weeks starting Friday. He will return on August 6th.

The Town Accountant position has been advertised as both full- and part-time. There is a possibility of sharing an accountant with the town of Windsor. Steve Hier is currently filling in as interim accountant.

One of the two highway department positions has been given to Timothy Gagnier.

Mr. Gulnick asked for direction on whether or not to fill the second vacancy. The board told Mr. Gulnick and Mr. Stapleton to decide themselves on how to move forward.

Weathersfield Music Series: July 30th is scheduled for a concert by Jordan Oakes. This is a big event and parking may be an issue. It was agreed to advertise that parking is limited.

The fire department capital plan and reporting plan are still under construction.

We are partnering with Chester and Ludlow through the Chamber of Commerce to build a phone and iPad app for trails in the three towns and to possibly build some trails with the aid of some grant funding.

10. Personnel Policy Discussion – Section 23 – PG 17

No action was taken on this. The discussion will continue. There was consensus that the board should start discussing health insurance costs as early in the budget season as possible.

SELECT BOARD

11. Work-At-Home Policy

The policy would allow working from home for up to 5 days for full time employees and 2 days for part time employees.

Motion: To adopt the work at home policy (draft 3 as dated 7/19/21)

Made by: Mr. Todd **Second:** Ms. O'Brien

The consensus of the board was that all employees should get the same number of work-at-home days. The motion was amended to reflect that.

Mr. Gulnick asked to postpone the vote on this to the August 2nd meeting when he noted some changes he wanted to make to the policy.

Motion: To extend the discussion to the August 2nd meeting.

Made by: Mr. Todd **Second:** Mr. Tillman

Vote: All in favor

12. Proposed Future Agenda Items

- Continued hearing on zoning bylaw changes
- Work at home policy

13. Approve Warrants

Motion: To approve the warrants for 7/19/2021 as follow:

General Funds	Operating Expenses	\$51,705.26
	Payroll	\$14,773.00
Highway Fund	Operating Expenses	\$18,332.87
	Payroll	\$6,494.44
Solid Waste Management Fund		
	Operating Expenses	\$5,547.86
	Payroll	\$1,554.08
Library	Operating Expenses	\$0.00
	Payroll	\$1,997.25
VLCT Grant	Operating Expenses	\$757.20
TC Expense	Operating Expense	\$679.00
Grand Totals	Operating Expenses	\$77,022.19

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Payroll \$24,818.77

Made by: Mr. Tillman Second: Ms. O'Brien

Vote: All in favor

14. Any Other Business

Mr. Tillman volunteered to be the board representative to the highway committee. Everyone accepted Mr. Tillman's offer.

15. Adjourn

Motion: To adjourn the meeting

Made by: Mr. Tillman Second: Mr. Todd

Vote:

The meeting adjourned at 8:11 PM.

Respectfully submitted, deForest Bearse

WEATHERSFIELD SELECTBOARD

David Fuller, Chairperson

Joseph Jarvis, Selector

Kelly O'Brien, Clerk

Paul Tillman, Selector

Michael Todd, Vice- Chairperson

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Select Board
Ascutney Fire Station
540 VT Route 131, Ascutney VT
Monday, August 2, 2021
6:30 PM
REGULAR MEETING

MINUTES

Select Board Members Present: Joseph Jarvis
 Kelly O'Brien
 Paul Tillman
 Michael Todd

Select Board Members Absent: David Fuller

Brandon Gulnick, Town Manager

Others Present:

John Broker-Campbell	David Gulbrandsen	Darrin Spaulding	Howard Beach
Steve Hier			

1. Call to Order

Mr. Todd called the meeting to order at 6:31 PM.

2. Public Hearing: 2017 Land Use Map, Definitions, and Publication of all Previously Approved Bylaws

Mr. Todd stated that this was a continuation of a public hearing that was opened at the last Select Board meeting on July 19th.

There were many questions raised about the hearing notice and the availability of the documents containing the proposed changes. Specific questions were also raised about:

- the Conservation Commission being authorized to add conditions to permits;
- home-based businesses that might conflict with the underlying zoning; and
- the definition of “Inn/Small Hotel” and how its change could bring unanticipated changes to the Village zoning districts.

Due to the volume and nature of questions raised, the Board decided to close the hearing without making any decisions.

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

Motion: To close hearing with no decision.

Made by: Mr. Tillman **Second:** Mr. Jarvis

Vote: All in favor

3. Comments from Select Board and Town Manager and Citizens on Topics not on the Agenda

Select Board

Mr. Tillman thanked Ascutney Fire Chief Darrin Spaulding for hosting this meeting in his station.

Town Manager

Mr. Gulnick was not present at this point in the meeting.

Citizens

No comments.

4. Review minutes from previous meetings – 7/19/2021

The minutes of the July 19th meeting were not available for this meeting.

Motion: To move to next meeting

Made by: Mr. Tillman **Second:** Ms. O'Brien

Vote: All in favor

5. Personnel Policy Discussion (continued from July 19)

Due to the Town Manager's absence, the Board chose to table this discussion to the next meeting.

Motion: To table to the next meeting

Made by: Mr. Jarvis **Second:** Mr. Tillman

Vote: All in favor

6. Work-At-Home Policy (continued from July 19)

Due to the Town Manager's absence, the Board chose to table this discussion to the next meeting.

Motion: To table to the next meeting

Made by: Mr. Jarvis **Second:** Mr. Tillman

Vote: All in favor

7. Proposed future agenda items

- Radios (DPW request)
- Personnel Policy

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

- Work-At-Home Policy

(Mr. Gulnick joined the meeting remotely at this point.)

8. Approve Warrants

Motion: To approve the warrants for 8/2/2021 as follow:

General Funds	Operating Expenses	\$45,762.49
	Payroll	\$16,353.37
Highway Fund	Operating Expenses	\$33,334.24
	Payroll	\$6,522.32
Solid Waste Management Fund	Operating Expenses	\$8,259.51
	Payroll	\$1,561.43
Library	Operating Expenses	\$0.00
	Payroll	\$1,985.00
Grand Totals	Operating Expenses	\$87,356.24
	Payroll	\$26,422.12

Made by: Mr. Tillman **Second:** Ms. O'Brien

Ms. O'Brien raised a question about the cost of uniforms. Ms. Terrill explained the expense was for a new bullet-proof vest for one of the police officers. What was thought to be a second entry for uniforms was actually an insurance expense.

Vote: All in favor

9. Any Other Business

Mr. Todd received a letter from Sara DeGennaro requesting a lowering of the speed limit on Route 5 in the Bow. The consensus of the Board was to give local law enforcement a chance to solve the problem before moving forward with a speed limit change.

10. Adjourn

Motion: To adjourn the meeting

Made by: Mr. Tillman **Second:** Mr. Jarvis

Vote: All in favor

The meeting adjourned at 7:33PM.

Respectfully submitted,
deForest Bearse

TOWN OF WEATHERSFIELD, VERMONT

SELECT BOARD

WEATHERSFIELD SELECTBOARD

David Fuller, Chairperson

Joseph Jarvis, Selector

Kelly O'Brien, Clerk

Paul Tillman, Selector

Michael Todd, Vice- Chairperson

DRAFT

TOWN OF WEATHERSFIELD, VERMONT
APPLICATION FOR LARGE GATHERING PERMIT

Applicant: Wellwood Orchards Inc

Mailing Address: 529 Wellwood Orchard Rd

Springfield VT 05156

Telephone: 802-263-5200

Property Owner: Roy E. Mark / Wellwood Orchard

Mailing Address: same

Date/Time of Event: Sept 4 10-3 p Number Attending: many

Event Location: Wellwood Orchard

Description of Event: Harvest Festival - Live music, food + craft vendors. Business as usual as well.

Will alcohol be served: Yes No

Parking Location: Our parking fields (4)

Traffic Control: Yes, staff parking + directing

Sanitation Facilities: 4 restrooms

Clean-Up Provisions: Our staff

Application No. _____	Date Submitted: _____	Fee Paid: _____
Action by Board of Selectmen:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Conditions [If Applicable] _____	Date of Action: _____	
Select Board Chairperson: _____		



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

To: Selectboard & Residents
From: Town Manager
Date: 08/13/2021
Re: Town Manager Report

Dear Selectboard Members & Weathersfield Residents:

TOWN ACCOUNTANT

Over the past month we interviewed several accountant candidates. Many of these candidates had three (3) interviews. On Wednesday, August 11, 2021, we offered the position to Gail McKenzie, who has 25 years of accounting experience. Ms. McKenzie will begin in Town on August 23rd. Considering the difficulty in keeping part-time employees, we partnered with the Town of Windsor to hire Ms. McKenzie Full-Time. She will work in Weathersfield 26-28 hours and in Windsor 12-14 hours per week. See Attachment A - Resume.

INTERIM PLAN - LAND USE ADMINISTRATOR

As you know, our Land Use Administrator recently resigned. I strongly recommend combining the offices of Land Use and Assessing to create a Full-Time position. During the interim I have contracted with Regional Planning to handle the day-to-day operations of the Land Use Office. Alex Taft is the person who was assigned to this office from Regional Planning. Mr. Taft can be contacted by email at ataft@marcvt.org. He was also provided the Land Use Laptop with the landuse@weathersfield.org email attached. deForest Bearse and I will be going through the Land Use Office to create a solid foundation for the next candidate, including checklists, network access, and organization of files/folders.

PUBLIC HEARINGS - PLANNING COMMISSION

Two public hearings were warned by the Planning Commission on August 12th. Applicant Gary Brown proposes to subdivide his 40.15-acre property (Weathersfield Parcel # 11-02-05) at Drumlin Road, Perkinsville, Vermont into four (4) lots of 5.87, 5.83, 6.07, and 22.38 acres respectively. The lot is zoned RR-1. No structural development is part of this application; only the division of the land into the aforementioned four (4) lots. Applicant Warren Stevens proposes to subdivide his 55.08-acre property (Weathersfield Parcel # 09-01-05.3) at Goulden Ridge Road, Weathersfield, Vermont into two equal parcels, each 27.54 acres. The lot is zoned C-10. No structural development is part of this application, only the division of the land into the aforementioned lots. In accordance with 24 V.S.A § 4464(a)(1) and 24 V.S.A §4463, and the Town of Weathersfield Subdivision Regulation, the Weathersfield Planning Commission will hold a public hearing to consider the subdivision application and sketch plan review for this project. Information regarding this application is available upon request at Martin Memorial Hall. The warnings for these hearings have been posted on the Weathersfield Website, Ascutney Post Office, Perkinsville Post Office, and the bulletin boards at Martin Memorial Hall.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

DocuSigned by:
Brandon Gulnick
8/13/2021
4A3BEB6DB9B94C7...

Brandon Gulnick
Town Manager



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

To: Selectboard & Residents
From: Town Manager
Date: 08/13/2021
Re: ARPA Update

Dear Selectboard Members & Weathersfield Residents:

We have received our first ARPA payment of \$136,774.55. The second payment will be of an equal amount within the next 12 months. In addition to this direct local aid from the federal government, there are ARPA funds being sent to county governments. According to Katie Buckley, the Director of the ARPA Assistance and Coordination Program, "The State is working through the calculation for allocating the county \$ now – it is different than the calculation that was used for local level money. It should follow in the next several weeks – 2 payments, one this year, one same time next year."

1) Prioritize Good Governance

- a. Convene all stakeholders and build consensus
- b. Follow allowable uses under ARPA
- c. Meet all accounting and reporting rules
- d. Comply w/ all Local & State Laws/ Ordinances
- e. Ensure Transparency Throughout
- f. Do not create future budget deficits

2) Leverage our ARPA Aid

- a. Use a thoughtful strategic planning process
- b. Leverage w/ ARPA, FEMA, & Other \$ Fed Sources
- c. Coordinate w/ other state and local programs
- d. Collaborate w/ community partners & orgs
- e. Use existing delivery systems for efficiency

3) Invest in best uses for long-term recovery

- a. Invest in urgent health and economic needs
- b. Prioritize short-term investments w/lasting benefits
- c. ID and Address Pre-COVID inhibitors to growth
- d. Move quickly to stimulate a faster recovery
- e. Measure progress throughout to inform ongoing plans

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

DocuSigned by:

Brandon Gulnick

4A3BEB6DB9B94C7...

8/13/2021

Brandon Gulnick
Town Manager

FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

May 10, 2021

Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

FUNDING AMOUNTS

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

Type	Amount (\$ billions)
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cities	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

USES OF FUNDING

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
 - ✓ Vaccination programs
 - ✓ Medical expenses
 - ✓ Testing
 - ✓ Contact tracing
 - ✓ Isolation or quarantine
 - ✓ PPE purchases
 - ✓ Support for vulnerable populations to access medical or public health services
 - ✓ Public health surveillance (e.g., monitoring for variants)
 - ✓ Enforcement of public health orders
 - ✓ Public communication efforts
 - ✓ Enhancement of healthcare capacity, including alternative care facilities
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
 - ✓ Enhancement of public health data systems
 - ✓ Capital investments in public facilities to meet pandemic operational needs
 - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
 - ✓ Mental health treatment
 - ✓ Substance misuse treatment
 - ✓ Other behavioral health services
 - ✓ Hotlines or warmlines
 - ✓ Crisis intervention
 - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

2. **Addressing the negative economic impacts caused by the public health emergency**

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor's benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

3. **Serving the hardest-hit communities and families**

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

4. **Replacing lost public sector revenue**

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

6. Investing in water and sewer infrastructure

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

7. Investing in broadband infrastructure

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

8. Ineligible Uses

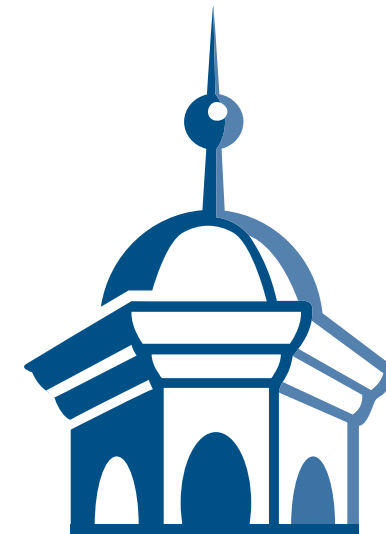
Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.

May 18, 2021



Intro to Coronavirus Local Fiscal Recovery Funds

Vermont League of Cities and Towns

Agenda & Housekeeping

- *Ted Brady, VLCT Executive Director*
- *Doug Farnham, Director of Operations, Vermont Agency of Administration*
- *Mike Wallace, Legislative Director for Community and Economic Development, National League of Cities*
- *Abby Friedman, Director, VLCT Municipal Assistance Center*
- *Karen Horn, Director of Advocacy, VLCT*
- *Ed Bove, Executive Director, Rutland Regional Planning Commission*

Ask questions through the Zoom Q&A chat function

This webinar will be recorded and available on the VLCT American Rescue Plan Act Coordination and Assistance Program website at vlct.org/ARPA

email: ARPA@vlct.org

website: vlct.org/ARPA




Ted Brady Executive Director Vermont League of Cities and Towns

Overview of State and Local Fiscal Recovery
Funding.

Coronavirus State and Local Fiscal Recovery Fund - American Rescue Plan

- States \$195.3 Billion
- Counties \$65.1 Billion
- Metro Cities \$45.6 Billion
- Non-Entitlement Units of Government \$19.5 Billion
- Plus Tribal Governments and Territories

Vermont's Share



• State of Vermont	\$1,049,287,303
• Counties	\$121,202,550
• Metro Cities	\$20,721,902
• Non-Entitlement Units of Government	\$58,788,245
TOTAL ARPA STATE AND LOCAL FUNDS:	\$1,250,000,000

Be Patient, Be Strategic & Be Deliberate

Treasury is interpreting the requirement that costs be incurred by December 31, 2024 to only require that recipients have “obligated” the funds by such date. The period of performance will run until December 31, 2026, which will provide recipients a reasonable amount of time to complete projects funded with Fiscal Recovery Funds.

Planning Framework for Maximum Impact and Best Use of Municipal ARPA Funds



Vermont League
of Cities & Towns

1. PRIORITIZE GOOD GOVERNANCE

- Convene all Stakeholders & Build Consensus
- Follow Allowable Uses Under ARPA
- Meet all Accounting & Reporting Rules
- Comply w/ all Local & State Laws/Ordinances
- Ensure Transparency Throughout
- Do Not Create Future Budget Deficits

2. LEVERAGE YOUR ARPA AID

- Use a Thoughtful Strategic Planning Process
- Leverage w/ ARPA, FEMA & Other \$ Fed Sources
- Coordinate w/ Other State & Local Programs
- Collaborate w/ Community Partners & Orgs
- Use Existing Delivery Systems for Efficiency
- Don't Reinvent the Wheel: Learn from Others

3. INVEST IN BEST USES FOR LONG-TERM RECOVERY

- Invest in Urgent Health and Economic Needs
- Prioritize Short-Term Investments w/ Lasting Benefits
- ID and Address Pre-COVID Inhibitors to Growth
- Move Quickly to Stimulate a Faster Recovery
- Measure Progress Throughout to Inform Ongoing Plans



Doug Farnham
Chief of Operations
Vermont Agency of Administration

How will the State distribute Non-Entitlement Funding?

Non-Entitlement Units of Government

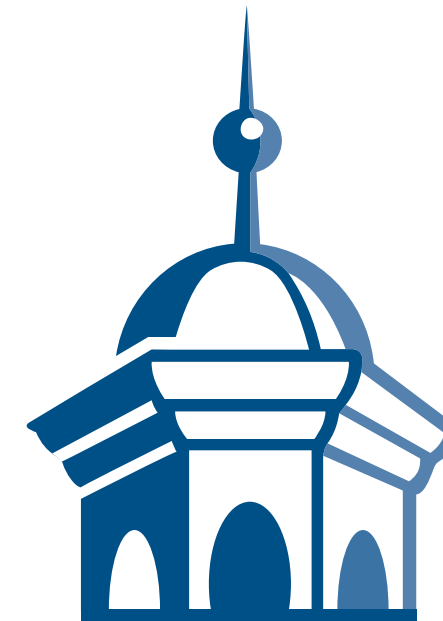
(Everyone in Vermont Except Burlington and South Burlington)

- Treasury is expected to issue allocations for non-entitlement units this week
- Vermont Agency of Administration (AOA) will issue final allocation including county funding on VLCT's webpage
- Towns will need to request (certify) funding from AOA through web portal

Unanswered Questions...

- What will our allocation be?
- When will the supplemental NEU guidance come out?
- How will this funding complement the State Local Fiscal Recovery Funding and the Capital Project Fund?
- Can we pool funding at a regional level?

Mike Wallace
Legislative Director
Community and Economic
Development
National League of Cities



NLC Update and Overview of Guidance.

Last week, the U.S. Department of Treasury released:

- Guidance/Interim Final Rule
- Frequently Asked Questions (FAQ)
- Allocation for Metropolitan cities
- Opened portal for Metropolitan cities to apply for funding

Many of the points that NLC advocated for were adopted in the Interim Final Rule.

Framework of Interim Rule

- Non-exclusive lists of allowable expenditures
 - Categories include intervention for Qualified Census Tracts, public health, direct aid, community & economic development, infrastructure
- Encouraged expenditures
 - Categories include addressing racial disparities, inequities, disproportionate harm
- Prohibited expenditures
 - Categories include pension funds, legal settlements, federal match requirements

Framework to Assess Eligibility for Projects and Services

1. Identify the harmful effect of COVID-19 the activity will address.
2. Assess the causal or compounding connection.
3. Assess for disproportionate impact on distressed sectors or populations.
4. Determine how to prove the expense produces the expected outcome.

Receiving Funds: General Information

- **Metropolitan cities include all cities with populations over 50,000,** including cities that relinquish or defer their status as entitlement cities for CDBG. Cities under 50,000 that qualify and accept annual CDBG grants also appear on the Metro list.
- **Non-entitlement Units of Local Governments (NEUs) are the remaining municipalities.**
 - The funds will go out in two tranches. 50% provided beginning in May 2021 and the balance delivered approximately 12 months later.
 - Metropolitan cities can already begin applying for the funds through Treasury's online portal. Metropolitan cities will receive their second round of funds 12 months after they receive their first funds.
 - NEUs will receive their money from their respective states within 30 days of the states receiving the money. NEUs will receive their second payment 12 months after receiving their first payment.

Jurisdictions must submit a request to receive funding even if they have previously applied for other programs through the Treasury Submission Portal. Eligible jurisdictions will receive further communications regarding the status of their submission via the email address provided in the Treasury Submission Portal.

- Jurisdiction name, taxpayer ID number, DUNS Number, a sam.gov account, and address
- Authorized representative name, title, and email
- Contact person name, title, phone, and email
- Funds transfer information, including recipient's financial institution, address, phone, and routing number and account number

- The Treasury Department is expected to release guidance for Non-entitlement Units of Local Government (NEU) “in the coming days.”
 - NEU allocations
 - NEU receiving funds
- NEUs will receive their grants through their State governments.
 - States cannot further restrict the use of funds beyond the Treasury’s guidance
- NEUs will need DUNS number, banking information, and representative information.

Eligible Uses: COVID-19 Pandemic Response

To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.

- COVID-19 Mitigation and Prevention
- Medical Expenses
- Behavioral Health Care Including Addiction Treatment
- Public Health and Public Safety Employees
- Data, Design, and Execution of Health Programs
- Health Disparities
- Survivors Benefits

Presumption of Eligibility inside Qualified Census Tracts (QCT)

- Direct cash and loan interventions
- Assistance to business and non-profits
- Impacted industries and workers
- Housing and Community Development
- Homelessness
- Childcare and Education

Eligible Uses: Workforce/Personnel

Fiscal Recovery Funds payments may be used by recipients to provide **premium pay to eligible workers performing essential work** during the COVID-19 public health emergency or to **provide grants to third-party employers with eligible workers** performing essential work.

- The Interim Final Rule defines "essential work" as work involving regular in-person interactions or regular physical handling of items that were also handled by others.
- Such workers include:
 - Staff at nursing homes, hospitals, and home care settings;
 - Workers at farms, food production facilities, grocery stores, and restaurants;
 - Janitors and sanitation workers;
 - Truck drivers, transit staff, and warehouse workers;
 - Public health and safety staff;
 - Childcare workers, educators, and other school staff; and
 - Social service and human services staff.

Eligible Uses: Necessary Water, Sewer Projects

Coronavirus State and Local Fiscal Recovery Funds – “necessary investments in water, sewer, or broadband infrastructure.”

- Projects eligible under the Clean Water State Revolving Fund
 - Construct, improve, and repair wastewater treatment plants; control non-point sources of pollution; create green infrastructure; manage and treat stormwater; water reuse; protect waterbodies from pollution.
- Projects eligible under the Drinking Water State Revolving Fund
 - Build or upgrade facilities to improve water quality; transmission, distribution, and storage systems; consolidation or establishment of drinking water systems
- Cybersecurity
- Climate Change and Resilience
- Lead Service Line Replacement

Eligible Uses: Broadband

- Eligible projects **must**:
 - "be designed to provide service...to unserved and underserved households and businesses."
 - Unserved and underserved = lacking access at least 25/3 Mbps wireline service
 - Specific service areas and locations may be defined by community
 - Provide service that "reliably meets or exceeds symmetrical speeds of 100 Mbps" or, if impossible, at least 100/20 Mbps with the ability to scale to 100 Mbps symmetrical
- Eligible projects are **encouraged** to:
 - consider affordability
 - avoid investing in locations with "existing agreements to build reliable wireline service with minimum speeds of 100/20 Mbps by December 21, 2024"
 - "deliver a physical broadband connection by prioritizing projects that achieve last-mile connections"
 - prioritize municipal, nonprofit, and cooperative-owned networks
- Digital inclusion: assistance to households, including internet access and digital literacy assistance, are eligible uses

Eligible Uses: Lost Revenue

For the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency

1. General Revenue draws on the Census definition of General Revenue of Own Sources.
2. **Recipients should sum across all revenue streams covered as general revenue**
3. What is excluded from General Revenue:
 - refunds and other correcting transactions
 - proceeds from issuance of debt or the sale of investments
 - agency or private trust transactions
 - utilities and insurance trusts

Eligible Uses: Lost Revenue

Calculating the Loss

Cities, towns, and villages will calculate the loss based on what could have been expected to occur in absence of the pandemic.

Key Points

1. To determine the what would have happened in absence of the pandemic, cities, towns, and villages, will use a predetermined growth rate of 4.1% or the average annual growth rate over the three full fiscal years prior to the pandemic
2. Recipients should calculate the extent of the reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023.

Steps to Calculating Lost Revenue

1. Identify the revenue collected in the most recent full fiscal year prior to the pandemic (i.e. Jan. 27, 2020). **This is the base year.**
2. Estimate the growth rate your city, town, or village would have experienced using either 4.1% or the average annual revenue growth in the three full fiscal years prior to the public health emergency, whichever is higher.
3. Identify **actual revenue collected** over the past 12 months.
4. lost revenue is equal to the expected growth rate less actuals. If actuals exceed expected, then set the figure to zero.

Example of Eligible Uses: Lost Revenue

1. Town X has \$100 in revenue in the base year, the last full year before Jan. 27, 2020
2. Town X finds that 4.1 percent is greater than Town X's average annual revenue growth in the three full fiscal years prior to the public health emergency
3. The base year ends June 30, 2019
4. Town X has 18 months from the end of its base year (June 2019) to December 31, 2020, and its projected revenue would have been \$106.2.
 $100 + [(1 + .041)^{(18/12)}]$
5. Town X had \$80 of actual revenue in 2020
6. The revenue loss for 2020 is $\$106.2 - \$80 = \$26.2$
- 7. If actuals collected exceeds calculated projected, then no revenue loss for that year**

- Federal Matching Requirements
- Premium Pay
- Pensions
- Infrastructure Not Directly Addressed in ARPA
- Rainy Day Funds, Financial Reserves,
and Outstanding Debt

- Federal Matching Requirements
- Premium Pay
- Pensions
- Infrastructure Not Directly Addressed in ARPA
- Rainy Day Funds, Financial Reserves,
and Outstanding Debt

1. Metropolitan cities must submit an interim report and quarterly Project and Expenditure reports thereafter.
2. Metropolitan cities with a population in excess of 250,000 will also be required to submit an annual Recovery Performance Plan to Treasury.
3. Non-entitlement units of local government (NEU) are NOT required to submit interim reports or Recovery Performance Reports. However, NEUs will be required to submit annual Project and Expenditure reports.

New Guidance: NLC's Next Steps

Seeking Additional Clarification:

- Re-classification of NEU's to Metros
- Transparency in Calculations

Seeking Immediate Fixes:

Broadband

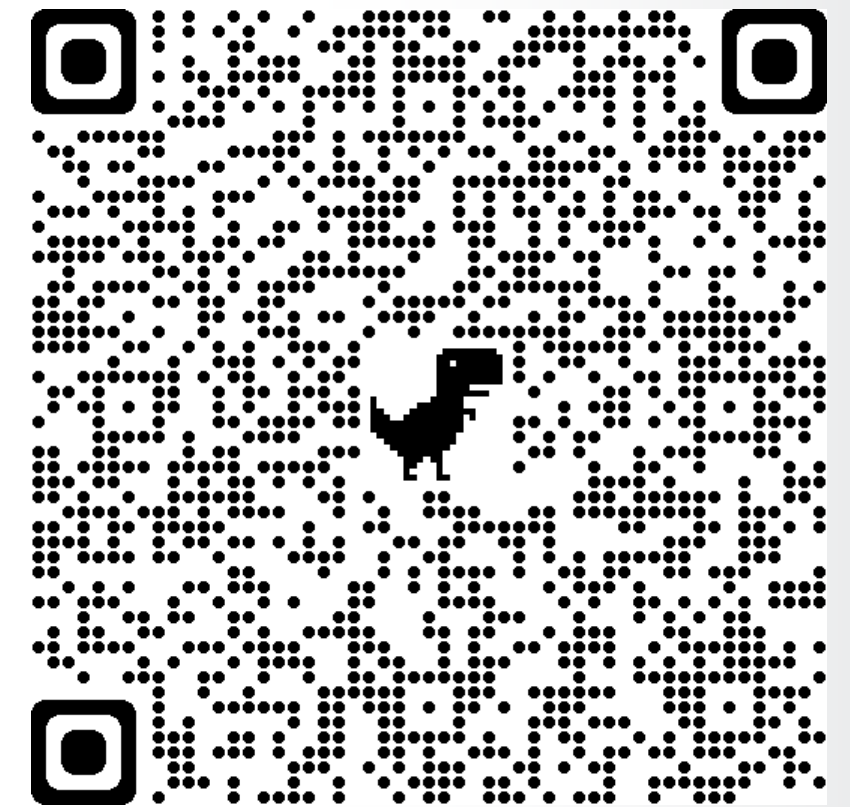
Public Utilities

Coronavirus State and Local Recovery Fund Contact Info

The U.S. Department of the Treasury has a landing page for the Coronavirus State and Local Recovery Fund.

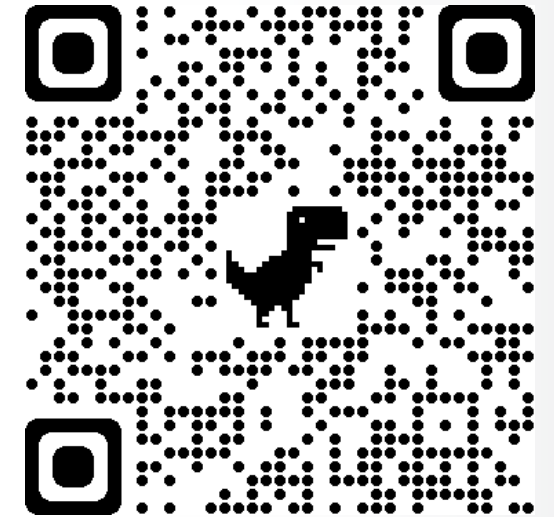
The Treasury expects to provide technical assistance to mitigate administration burden

For general questions about the Coronavirus State and Local Recovery Fund, email SLFRP@treasury.gov



NLC's COVID-19 Hub: <https://www.nlc.org/covid-19-pandemic-response/>

- Additional Resources on Guidance Coming Soon!
 - Receiving Funds
 - Eligible Uses
 - Allocations
 - Reporting Requirements
- FAQs
- Blogs
- ARPA Provisions Tracker



Tell NLC what kind of additional programming and resources will be useful for your municipal operations:



<https://bit.ly/3eVyvWt>



Let NLC be your voice at the national level.

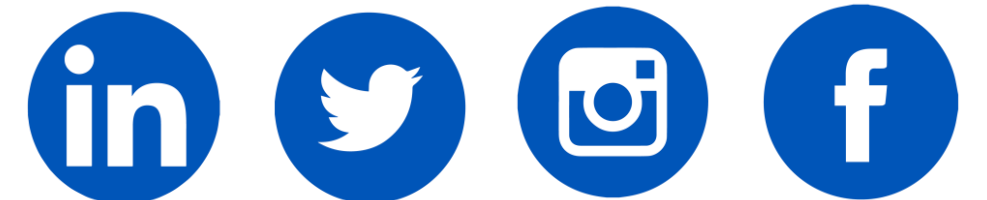


Join 2,500 trusted member cities across the
nation at www.nlc.org/membership

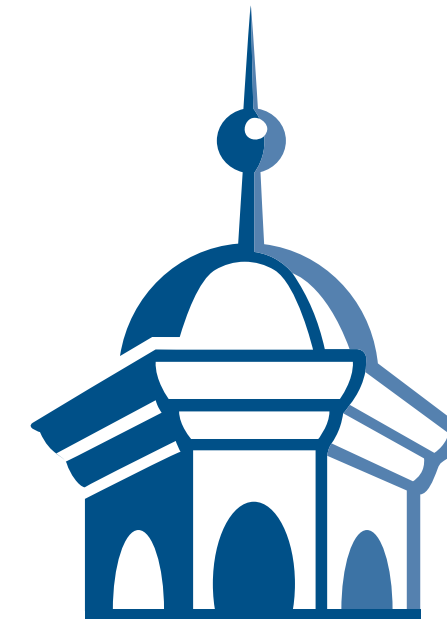




@LEAGUEOFCITIES



Abigail Friedman
Director
Municipal Assistance Center
VLCT



Prepare for funding financial requirements
and planning

What Does Your Town Need To Do?

Prepare what you can while we wait for
Treasury guidance for Non-entitlement Units

What Does Your Town Need To Do?

Financial

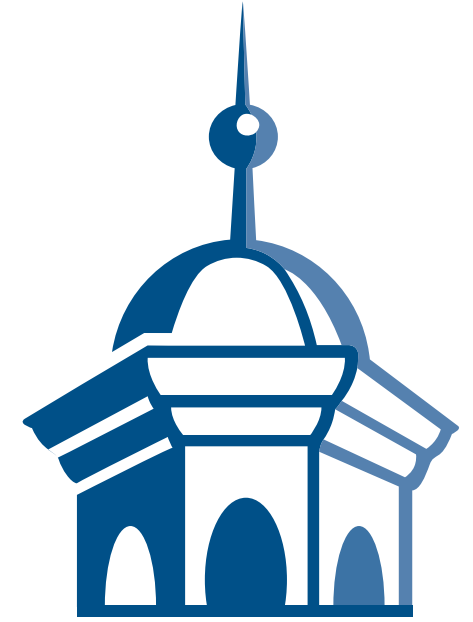
- ✓ Register for DUNS # if you don't have one
- ✓ Set up separate fund in accounting system
- ✓ Prepare for documentation to certify funding
- ✓ Contact Independent Auditor - possible single audit

What Does Your Town Need To Do?

Selectboard

- ✓ Appoint authorized representative
- ✓ Public engagement - discuss priorities & options
- ✓ Decide and publish intended use(s) of funds
- ✓ Be patient, be strategic & be deliberate

Karen Horn
Director of Advocacy
VLCT



How will VLCT help your community spend
and report on the funding?

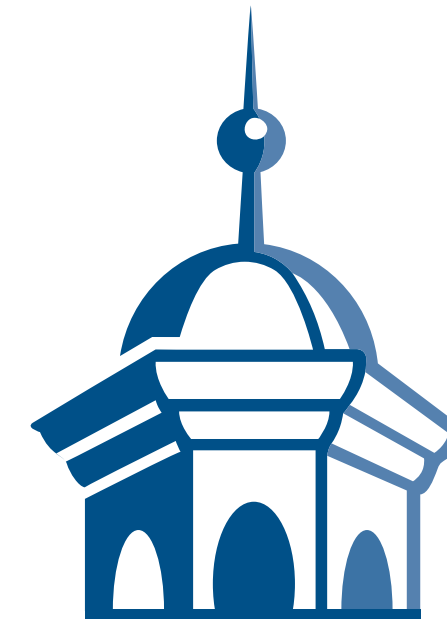
VLCT ARPA Coordination and Assistance Program

- Guidance and Project Eligibility Analysis
- Webinars, Targeted Training, Best Practices
- Answer Questions (arpa@vlct.org)
- Assist in Reporting, Transparency, Tracking Use of Funds
- Financial and Accounting Assistance
- Resource Portal, FAQs - vlct.org/ARPA

VLCT ARPA Coordination and Assistance Program

Quick Facts...

- National Environment and Policy Act (NEPA) does not apply to ARPA itself (no federal environmental assessments required). May apply because of project you are doing.
- Annual Project and Expenditure Reporting Requirement for NEUs each October 31 (starting in 2021)
- Most Uniform Guidance (2 CFR Part 200) applies, including Cost Principles and Single Audit Requirements.

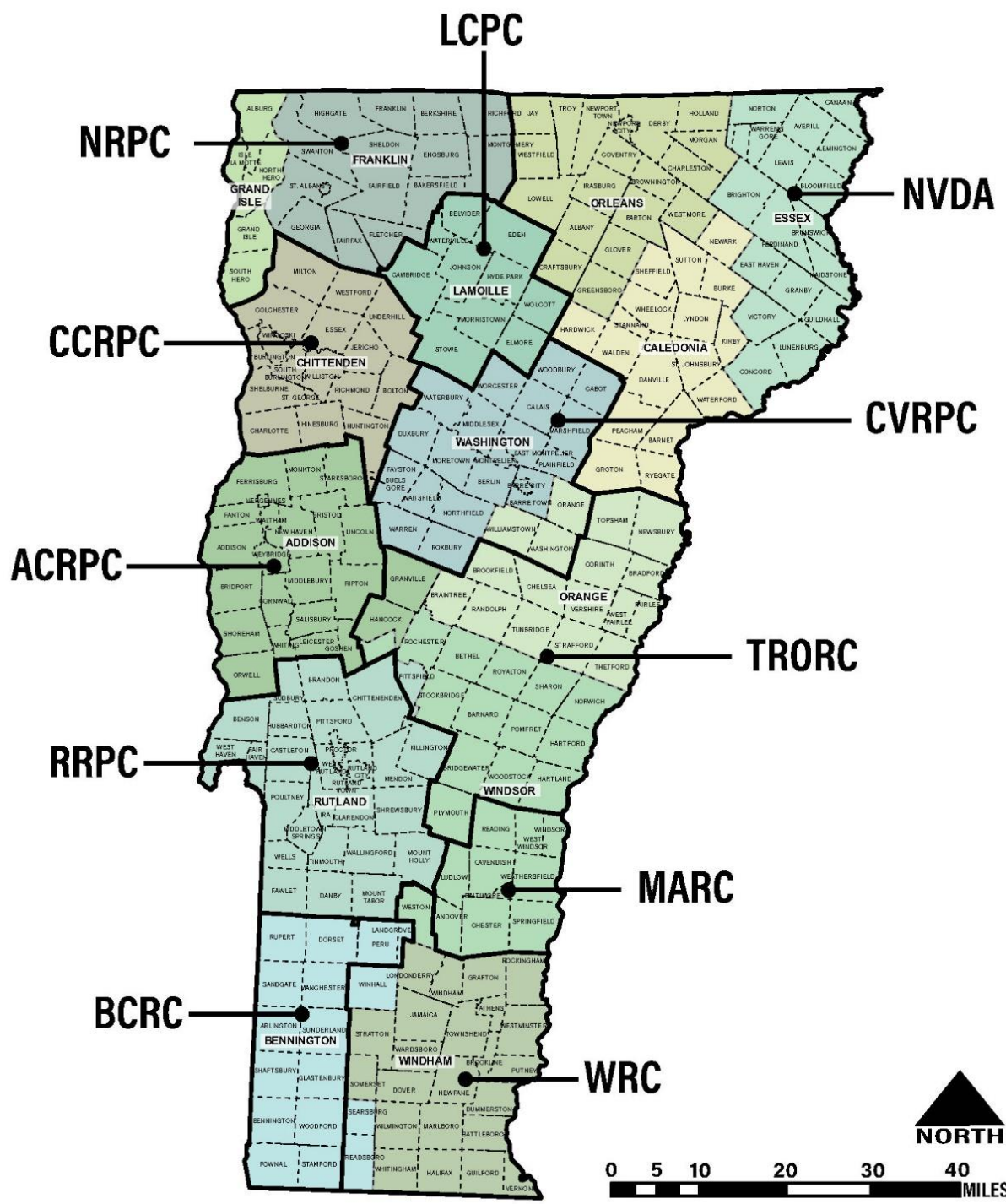


Ed Bove Executive Director Rutland Regional Planning Commission

How will the Regional Planning Commissions help your community figure out how to spend the money and manage projects?

Regional Planning Commission Assistance

- Identify needs and top priorities for designing and building projects that are consistent with existing State, regional and local plans.
- Respond to inquiries on eligibility to facilitate local discussions among stakeholders on specific projects.
- Provide other assistance as needed from local communities in coordination with VLCT.
- Work with VLCT, regional development corporations, and private consultants working with municipalities to ensure needs of local communities are met, especially related to project development and management.



**STATE OF VERMONT
REGIONAL PLANNING COMMISSIONS**

For more information on the State of Vermont's 11 Regional Planning Commissions visit:
<https://www.vapda.org/>

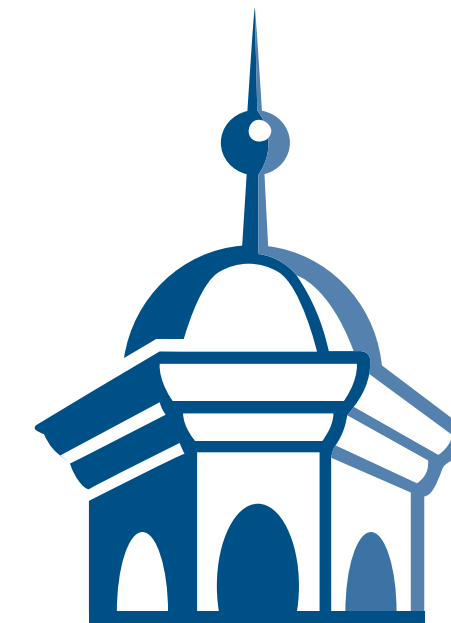
Key Resources

- [Guidance on final allocations for metropolitan cities and estimated allocations for non-entitlement units | U.S. Department of the Treasury](#)
- [Interim Final Rule | U.S. Department of the Treasury](#)
- [Six Considerations to Leverage ARPA Funds for Economic Mobility](#)
- [FAQ—Treasury FAQ for Coronavirus State and Local Fiscal Recovery Fund](#)
- [Tool—UPDATED Estimated Local Allocations in the American Rescue Plan](#)
- [FAQ—ARPA Local Relief Frequently Asked Questions](#)
- [Quick Reference Guide](#)

Have questions?

email: ARPA@vlct.org

website: vlct.org/ARPA



Contact Us

Ted Brady, VLCT
tbrady@vlct.org

Mike Wallace, NLC
Wallace@nlc.org

Doug Farnham, State of Vermont
douglas.farnham@vermont.gov

Karen Horn, VLCT
khorn@vlct.org

Abigail Friedman
afriedman@vlct.org

Ed Bove, Rutland Regional Planning
ebove@rutlandrpc.org

Question	Answer(s)
Hello, I'm trying to determine if ARPA funds can be used to fund the digitization of land records.	While this is not directly addressed in the interim rule, land record digitization MAY be an eligible use of funding as a pandemic related expense. The guidance generally allows activities that were eligible under previous Coronavirus Relief Funding - which land record digitization was. Before committing funding to this activity, more research needs to be done to confirm.
Is a specific amount of funding being targeted by the legislature/governor for broadband so towns don't have to use money for it?	Yes, the Legislature and the Governor are debating how much of the \$1 billion the state received to put towards broadband. In addition, there was a \$112 million capital project fund in ARPA for Vermont - and some of that funding may go to broadband. We will need to wait to see where the budget lands...be patient, be strategic, be deliberate.
I have two incorporated villages. Will the state send funds to incorporated villages directly or will I need to pass on some of my money to them? Thank you for doing this!	This will depend on Treasury supplemental guidance - we are prepared to distribute either way. If you receive credit for the village population then there is not a requirement I am aware of for you to pass the money through to the governing body of the village
Separate account- meaning a separate bank account?	No, not a separate bank account, but a separate account in your accounting system.
Can you provide a link to the list that shows how much each municipality will receive?	There is not a definitive list yet. Treasury will be releasing allocation guidance for non-entitlement units of government (every municipality in Vermont except Burlington and South Burlington) this week. In addition, we are awaiting Treasury guidance on how the state may distribute the \$121 million in County dollars (more than two times the non-entitlement funding). Stay tuned to vlct.org/arpa - we will post the allocations the moment the state issues them.

<p>Can these funds be used for paving or bridge rehabilitation work?</p>	<p>In general, no. However, there are limited circumstances where such work might be an eligible use, such as if it was conducted in a qualified low income census tract. In addition, if a community is using some of the funding to replace lost revenue in accordance with the lost revenue provisions, such work might be considered to be the provision of general services. If a town determined it could use \$100,000 of its allocation as replacement revenue, that \$100,000 could be used on the provision of general services, potentially including bridge work or paving.</p>
<p>Must Villages be incorporated or State Designated Downtown or Village?</p>	<p>The original allocations released by Congress suggest that only towns and cities in Vermont are slated to receive a non-entitlement unit of government allocation directly. The State of Vermont is awaiting further guidance on how it should interpret "other consolidated units of government" to determine if incorporated villages will receive their own allocation.</p>
<p>Can these funds be placed in an interest bearing account?</p>	<p>The Interim Final Rule states that the State and Local Fiscal Recovery funds are not subject to many of the federal fund restrictions in the Cash Management Improvement Act and there is no requirement to remit interest back to Treasury; it is silent on the matter but does not prohibit placing the money in an interest bearing account and is framed to be permissive</p>
<p>How do we make sure our Village is not overlooked?</p>	<p>The State of Vermont will be posting the disbursement list in advance of making certification available to allow an opportunity to catch any errors on our end; if the village is not recognized then the town would get credit for the village's population</p>
<p>Can you indicated if Solid Waste Districts will be part of this program?</p>	<p>Solid Waste Districts are unlikely to receive funding directly from the State through the State and Local Fiscal Recovery Fund. However, there may be eligible uses at a Solid Waste District that a select board, city council or the Legislature could grant or transfer their allocations to.</p>
<p>Do we know what happens to the funds over the 75% budget limit? does it get remitted at the state or does it need to be remitted to the feds?</p>	<p>Funds exceeding 75% of the municipal budget will have to be returned to Treasury</p>

<p>Generally understand that ARPA funds could be used to construct a municipal sewer system. If the individual service laterals were to be privately owned, could they be funded with the ARPA funds as well?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Publicly and privately owned systems are eligible for funding under these programs, provided they meet certain standards. Both programs have allowed replacement of privately owned service lines. Refer to the Treasury Department's FAQ for more information. https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf</p>
<p>ANR funding for wastewater management system engineering studies (processing applications now; funds distributed in July) seems to coincide with ARPA funding. Should our Town go ahead and apply with ANR?</p>	<p>If another state or federal funding program could fund an activity, we'd recommend applying there before using your Local Fiscal Recovery Funds for a project. So yes, apply to ANR.</p>
<p>Can these funds be used on road projects - replacing vulnerable culverts?</p>	<p>Possibly. The interim rule specifically permits and encourages green infrastructure projects that address climate change. However, in general, road projects are not an eligible use of funds. Should they be tied to climate change, if they are done in a QTC, or in a few other circumstances, you might be able to get to yes.</p>
<p>Can funds be used to pay down town debt?</p>	<p>In general, no. Funding may not be used to pay off debt.</p>
<p>Will a farmer who supplies food directly to city restaurants and lost income due to COVID shutting down those restaurants be eligible for direct aid from these town funds?</p>	<p>States, cities and towns may choose to undertake economic recovery programs to help businesses impacted by the pandemic. Grants and loans to private businesses impacted by the pandemic are specifically permitted.</p>
<p>Are municipalities able to make subgrants with the money for quasi-municipal buildings/programs, for instance for our town hall (not town office) whose programs could not be held during covid and lost income because of that?</p>	<p>Possibly. Municipalities can subgrant the funds or transfer funds to non-profits and other forms of government. Municipalities may use this funding to help non-profits and for-profit businesses that were impacted by the pandemic.</p>
<p>how would towns deal with household assistance requests exceed the town allocation?</p>	<p>Municipalities would need to create a program that met federal standards for distributing funding fairly and legally.</p>
<p>What about wages that were to avoid contact with potential covid cases?</p>	<p>live answered</p>

<p>How do we find out if we are in a QTC?</p>	<p>Visit the U.S. Department of Housing and Urban Development (HUD), Qualified Census Tracts and Difficult Development Areas tool: https://www.huduser.gov/portal/datasets/qct.html</p>
<p>Can we use the money to pay or forgive delinquent property taxes?</p>	<p>In many circumstances, yes. Funding to assist individuals unable to pay tax payments due to COVID-19 would be an eligible use. In addition, such a situation might create a revenue shortfall that allows a municipality to use their ARPA funding to replace that lost revenue.</p>
<p>Related to community development, childcare and education, — I'm curious about eligibility for multi-purpose spaces (green spaces, recreation spaces, educational program spaces) that are colocated.</p>	<p>The most liberal use of Local Fiscal Recovery dollars on this type of infrastructure could only occur if you were utilizing funding in a qualified low income census tract or if you were using ARPA funding to replace revenue and providing general government services. Otherwise, a community should avoid using funds on ancillary projects connected to clearly eligible projects.</p>
<p>Is the Hazard Pay retroactive , or only going forward?</p>	<p>Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic</p>
<p>Would Town Highway employees be eligible for Premium pay</p>	<p>Most likely, yes. The interim rule says that premium pay may be paid to "...transportation..." workers.</p>
<p>On the Public Safety Employee salary repayment category, since our fire/ambulance budget relies upon revenue generated by ambulance transports, am I correct in thinking that I can ask for money to pay salaries since revenue was/is way down during the pandemic?</p>	<p>The interim rule allows municipalities to consider certain public safety employees to be entirely devoted to responding to the pandemic, and allows funding salaries and benefits of certain first responders. However, we recommend reading the interim rule and FAQs to better understand the opportunities.</p>
<p>For CWSRF and DWSRF projects can NEU ARPA funds be combined with state ARPA funds or EPA funds to complete a significant project?</p>	<p>There is nothing in the rule that says you can not leverage these dollars into additional ARPA dollars. However, these dollars currently do not count as non-federal match for programs that require one.</p>

<p>Do we know if planning, design and engineering for wastewater, water, and stormwater is allowed, or is it only the construction thereof?</p>	<p>The Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund both permit planning activities. As the interim rule allows funds to be used for all allowable activities in these funds, yes, planning and design work should be eligible.</p>
<p>Can the Clean Water funds DWSRF be used for a private water system (serving 17 units)?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Publicly and privately owned systems are eligible for funding under these programs, provided they meet certain standards. Both programs have allowed replacement of privately owned service lines. Refer to the Treasury Department's FAQ for more information. https://home.treasury.gov/system/files/136/SLFRPFA_Q.pdf</p>
<p>A later slide answered my first question, but are the CWSRF eligible projects as easily approved as the Census based projects?</p>	<p>Yes. The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds.</p>
<p>How do fire districts receive/request funds? We have a East Calais Fire District (water district) a separate municipality in desperate need of upgrades.</p>	<p>Funding will be allocated to Vermont's cities, towns and villages. Municipalities may grant or transfer funding to other units of government to conduct eligible activities. Other units of government should discuss this possibility with cities, towns and villages that receive an allocation.</p>
<p>Would an infrastructure project to upgrade facilities for the location of staff/equipment for those working to improve water quality be eligible (which may be based on the % of the space used for this purpose)?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Refer to the Treasury Department's FAQ for more information. https://home.treasury.gov/system/files/136/SLFRPFA_Q.pdf</p>

<p>When using last budgets as a benchmark, what happens when a town has a general fund budget and a separate road district budget?</p>	<p>The separation of those budgets is an internal decision - I would recommend including the total budget for all services provided by the municipality to their constituents</p>
<p>Can the funds be used for restoration of old town buildings that will be used in the future for community events (Community and economic development)?</p>	<p>Possibly. The restoration of town buildings is not an activity that is assumed to be eligible. However, if the building were in a Qualified Census Tract (low-income) it may be eligible. Also, if the building provided services clearly eligible in the interim rule (such as healthcare or childcare) or served primarily disadvantaged populations, you may be able to use funding for this purpose.</p>
<p>Could a municipality use ARPA funds to address onsite water/septic issues at a municipal building?</p> <p>Could a municipality use ARPA funds to assist low income or senior residents with cost of replacing onsite water/septic systems on private property?</p>	<p>The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Refer to the Treasury Department's FAQ for more information. https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf</p>
<p>Our municipal sewer system was forced to raise rates in order to compensate for reduced water use due to pandemic business and school closures. Could we potentially calculate this as lost revenue and render refunds to our residents?</p>	<p>live answered</p>
<p>How will funds be distributed to public water districts?</p>	<p>Per the federal law, funds are only being disbursed directly to units of general local government and those water districts would need to coordinate with municipalities in their service area of state level programs to access ARPA funds</p>
<p>Will municipalities that receive \$750,000 or more have to abide by federal single audit rules?</p>	<p>Yes.</p>
<p>Can the funds be used to support a town food shelf or other NGO food shelves within the town?</p>	<p>Yes - this would be eligible under negative health and economic impacts.</p>

<p>It seems like small towns may be significantly limited in their ability to spend this money, due to lack of public services such as hospitals, paid town employees, etc. , and lack of existing infrastructure like town water and septic. Please address this in more specific parameters.</p>	<p>The interim rule includes many eligible uses of funding, and while some towns may find there are limited opportunities, we believe most will be able to utilize the funding in some manner.</p>
<p>Would funding for unorganized towns be directed to their Governor-appointed administrators?</p>	
<p>Page 60 of the guidance talks about "provision for government services" which addresses infrastrucure and provision for police, fire and public safety services. Chester is currently in construction of a public safety building. COVID has had a direct impact on elevating the costs of this building. Would this fall under the guidance? it is for public safety division and was directly impacted by COVID.</p>	<p>The provision allowing the "provision for government services" only applies to communities using ARPA funds to replace lost revenue. In this limited circumstance, yes, we agree this would be deemed a government service. However, the construction of a public safety building would not likely be considered eligible otherwise.</p>
<p>Will VLCT prepare a compliance checklist for communities to ensure that all legal steps are properly taken? To include recommended motions for adoption by legislative boards?</p>	<p>VLCT and the Regional Planning Commissions will be building resources and a tool kit to help communities spend and report on this funding. Visit vlct.org/arpa for more information.</p>
<p>Are Entitlement communities eligible for the funds being allocated to Counties? This would have a substantial impact in South Burlington which will receive \$1.8M as an EC</p>	<p>The State of Vermont will be posting the disbursement list in advance of making certification available to allow an opportunity to catch any errors on our end. If Treasury guidance allows the state to distribute county funding on a population basis, we'd expect South Burlington to receive county funds.</p>
<p>Can this money be used to initiate housing or waste water projects?</p>	<p>Yes. The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund . In addition, it specifcially allows for "building stronger communities through investments in housing and neighborhoods."</p>

<p>Richmond has a Water and Sewer District that serves only Richmond residents, but not all residents are in the district. The fund is kept separate from the general fund and revenue comes primarily from user fees, not from taxes. Is a water and sewer district such as this eligible for ARPA funds?</p>	<p>Only cities, towns and villages will receive funding. These entities may grant or transfer funding to non-profits or other units of government for eligible purposes.</p>
<p>Can these funds be used to expand broadband services to areas that have no available service or minimal services.</p>	<p>Yes. ARPA specifically allows broadband infrastructure investments. The interim rule specifies that projects should provide 100 Mbps symmetrical service and target unserved or underserved areas. Underserved is defined as having "lack of access to a wireline connection capable of reliably delivering at least minimum speeds of 25 Mbps download and 3 Mbps upload. Broadband affordability and literacy measures are also eligible in certain circumstances.</p>
<p>For infrastructure projects, such as building a new public water or waste water system in a village, do you need to show a direct connection to COVID?</p>	<p>If a community is investing in water, wastewater or broadband infrastructure, no, the community does not need to demonstrate a nexus to the pandemic to make these uses eligible.</p>
<p>Will the money come in one installment or more than one installment?</p>	<p>Communities will receive 50 percent of their allocation in May/June 2021 and 50 percent in May/June 2022.</p>
<p>Are we able to deposit some of this money into our Revolving Loan Fund, then loan the money out to residents or businesses, or do we need to give the money away?</p>	<p>The interim rule states that when providing economic relief to small businesses and non-profits impacted by the pandemic, both loans and grants are eligible uses of the funding.</p>
<p>Are items covered under the Coronavirus Local Grant Relief Fund also eligible under ARPA?</p>	<p>This Q&A addresses the Coronavirus State and Local Fiscal Recovery Funds contained in ARPA.</p>
<p>Would it be possible to capitalize a community development revolving loan fund to leverage longer term recovery impact, if initial disbursements are made by December 2024?</p>	<p>The interim rule states that when providing economic relief to small businesses and non-profits impacted by the pandemic, both loans and grants are eligible uses of the funding. Care should be given to ensure the loan fund is only used for eligible activities throughout the federal grant reporting period (December 2026).</p>

<p>If a local non-profit had to cancel many events, can the town assist them by providing "replacement income"?</p>	<p>Yes. The interim rule states "State, local, and Tribal governments may provide assistance to small businesses to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency, including: Loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs; Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and Technical assistance, counseling, or other services to assist with business planning needs.</p>
<p>Lets' suppose the municipality uses its ARPA allocation for lost revenues, do the funds then lose their ARPA identity and become municipal funds? (Can the municipality then use those funds for other, non-ARPA uses?)</p>	<p>No. The interim rule allows municipalities to use revenue replacement "the provision of government services". While this is defined liberally, it does not give a blanket exemption to ARPA rules. For example, the restriction on debt, pension offset, and federal match remains in effect even if the funding used for revenue replacement. However, a town could use ARPA money to complete a project that would otherwise not be eligible (such as unlisted infrastructure).</p>
<p>Are OPportunity Zones meeting the same criteria and so are QCT?</p>	<p>No. There are more QCTs in Vermont than there are OZones. And two Ozones (one in Springfield and one in Randolph) are not QTCs</p>
<p>Can we assume that TMDL/Municipal Road Permit qualified projects will be eligible for funding?</p>	<p>Most likely, yes. The interim rule states that all water and sewer projects eligible for funding under the Environmental Protection Agency's Clean Water State Revolving Fund or Drinking Water State Revolving Fund are eligible for funding using State and Local Fiscal Recovery Funds. Refer to the Treasury Department's FAQ for more information. https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf</p>

<p>Where can I get more information about the 75% budget cap requirement?</p>	<p>ARPA and the interim rule prohibit a municipality from receiving an ARPA allocation that exceeds 75 percent of the municipality's annual budget. The interim rule explains how a municipality should define a budget and how the state must consider their budgets</p>
<p>Can we use funds for retroactive hazard pay, or only wages that we have already paid?</p>	<p>Yes. The rule encourages using funding for retroactive hazard pay.</p>
<p>Page 53 of the rule indicates many types of projects can be funded as government services including roads on a pay-go basis. Is this a workaround on the water, sewer, and broadband infrastructure restriction?</p>	<p>No. This provision only applies to municipalities using ARPA funds to offset lost revenue. In these circumstances, a municipality may use its funding for "the provision of government services". In this limited circumstance, yes, the municipality could use ARPA funding for extended purposes, including infrastructure not specifically mentioned in ARPA or the interim rule. However, the interim rule speaks directly to the definition of "the provision of government services."</p>
<p>If a Town has regularly received federal grant funds through State Agencies, what other items are needed to complete the certification process.</p>	<p>The municipality will need to ensure an authorized representative completes the state-led certification process, which will require the town to have a DUNS number, certify that the allocation does not exceed 75 percent of the municipality's budget, and agree to use the funding in accordance with ARPA. There will not be additional federal requirements beyond a typical federal grant. In some instances, some federal requirements have been waived (such as NEPA).</p>
<p>Can these funds be ;used for digitization of town records?</p>	<p>Most likely, yes. The State has deemed digitization records to be eligible under previous federal Coronavirus Relief Funding programs. The interim rule references the CRF programs and states in multiple instances that ARPA Local Fiscal Recovery Funding builds on those eligible uses. Further, the guidance allows broad use for mitigating economic impacts of the pandemic. Because access to land records was an issue during the pandemic, this seems to be a reasonable use.</p>

<p>Are there federal administrative requirements (like a single audit) that Vermont towns may not usually have to deal with that will be likely under the use of ARPA funds? Anything VLCT is aware of that's made y'all think, "Hmmm. Better let them know about that."</p>	<p>Yes. Towns will need to follow unified guidance, which includes single audit requirements for any entity that receives more than \$750,000 in federal funds in any given year. In addition, municipalities will need to file annual reports with Treasury. VLCT and regional planning commissions are gearing up to assist towns with these responsibilities.</p>
<p>What level/frequency of audit should we expect as this money is mainly going to be a general fund infusion</p>	<p>Any municipality that receives more than \$750,000 in federal funding in a given year will be subject to a single audit during that year.</p>
<p>If in an RLF do we still need to obligate by 2024 date?</p>	<p>The guidance is unclear on this topic. Municipalities should plan to obligate the funding to an "end" purpose by December 2024 to ensure they do not violate the rules. For example, allocation of funding to a loan fund by 2024 may not be enough. That funding would need to be designated to a business or non-profit by the end of 2024. It may not need to be used by the business or non-profit until 2026.</p>
<p>do we need to keep track of the interest separately from other money in the general fund?</p>	<p>The guidance is unclear on this topic. We encourage communities to keep this funding in a dedicated fund and to track interest to that account in the event such a requirement is clarified.</p>
<p>I still think more clarity is needed about CWSRF projects that may include both State ARPA dollars and Local ARPA dollars. Can those projects be funded through combining those projects? Are the local ARPA dollars not going to be considered "match" in those circumstances? I am fearful that many projects will not be possible without combining those funding sources.</p>	<p>If a program calls for a non-federal match, this funding CAN NOT be used as that non-federal match. However, there is no restriction on a project being funded with 100 percent of ARPA dollars - including ARPA dollars from multiple entities (the state, multiple towns, etc).</p>
<p>I had to leave for a short time and may have missed this. We are just completing a planning grant on an expansion for our public library. Could these funds be used to build the expansion? We saw a dramatic increase in library use due to the pandemic.</p>	<p>In general, no. If the library was in a qualified census tract (low-income), then yes. Or, if your town allocates a portion of your ARPA funds for revenue replacement, using the ARPA revenue replacement funds to expand the library may be a "provision of government services" and be eligible.</p>

<p>Follow up on Revolving Loan Fund question...I understand we can loan the money for eligible expense. Will that be forever? So once loans are payed back, future loans will still be required to be given under the same eligibility requirements?</p>	<p>The guidance is unclear on this topic. Municipalities would likely need to ensure the funding was used for eligible ARPA purposes through at least December of 2026, the end of the anticipated federal reporting period for this funding. Future guidance may clarify.</p>
<p>This would be more of a question for ANR, but I'll pose it here: will future CWSRF projects capitalized through ARPA dollars require a local match?</p>	<p>The Legislature and Administration, as well as Executive Branch agencies such as ANR, are debating these issues now.</p>
<p>If we don't have an auditing firm, only elected town auditors, are we going to have to hire auditors?</p>	<p>If your community expends more than \$750,000 in federal funds in a single 12 month period, you will need to conduct a single audit. The interim rule states administrative costs associated with using this funding are eligible costs. VLCT and the regional planning commissions will also be providing technical assistance to communities to help them navigate federal compliance rules.</p>



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

To: Selectboard Members
From: Town Manager
Date: August 11, 2021,
Re: Hiring Process - Land Use Administrator / Proposed Position

Dear Selectboard Members,

As you know, our Land Use Administrator position is currently vacant. In addition, the majority of the Board of Listers is Vacant. Considering the difficulty in finding part-time professionals in this area, I recommend combining the administrative responsibilities from the listers office with the Land Use Office to create a full-time position.

The Listers Office can be broken down into 4 categories. I am proposing that NEMRC will complete categories 1 "Assessment Services," and Category 4 "Supervision and Support." The combined position will complete categories 2 "Administrative Services" and 3 "Tax Mapping and E911." There will be shared responsibilities between NEMRC and the Combined position in Administrative Services.

1. **Assessment Services (NEMRC ONLY)**

Includes inspections of new properties, inspections and assess permits for additions and changes, inspections of incomplete properties, valuation of properties for Grand List, Data Entry of Properties, Sketching of Properties, Pictures of properties, Grievance Hearings, BCA Hearings, State and Court Hearings, Current Use Valuation, Current use Withdrawal Valuation, Current Use Grievance Hearings, Valuation of Exempt properties

2. **Administrative Services (Shared Responsibilities between NEMRC and combined Position)**

Complete property transfers, complete name, and address changes, HS122 downloads, Current use downloads, grievance notification (shared responsibility-NEMRC completes the task & we mail them), veteran's exemptions, Sales Verifications, equalization review (shared responsibility), generate grand list (shared responsibility), generation and filing of PRC and Cost reports, property inquiries (calls, emails, reports.).

3. **Tax Mapping and E911 (Primarily combined Position with NEMRC support)**

Prepare transfers for Mappers, prepare mylars for mappers, generate E911 numbers.

4. **Supervision and Support (NEMRC)**

Supervise in-house CAMA utilization, review real estate data, advise town officials of grant list issues, train local officials in CAMA, train local officials in Grand List.

To view the assignment of the abovementioned duties/ responsibilities in another format, please see attachment A.

FINANCE

The Approved FY22 Budget allots \$36,598 for Land Use Administrator Wages, \$3,500 in Contracted Services, and \$39,429 in Lister Wages. The total of the aforementioned is \$79,527. The NEMRC contract to complete Assessment Services, partial administrative services, and to provide supervision & support is \$24,500. I also recommend continuing to keep a board of listers with \$500 stipends. Backing out NEMRC and lister stipends, the remainder is \$53,527, which will allow us to advertise a salaried combined position.

See attachment B - Draft Job Description

See attachment C - Planning Commission Letter of Support

If the Selectboard agrees, please vote to appoint NEMRC as the Assessor, and create a Director of Land Use and Assessing position (or similar), full-time. Other possible position names include, Administrative Officer of Planning, Zoning, and Assessing OR Director of Planning and Assessing.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

DocuSigned by:
Brandon Gulnick
4A3BEB6DB9B94C7... 8/13/2021

Brandon Gulnick
Town Manager

ATTACHMENT A

[ADMINISTRATIVE DUTIES - ASSESSING]

NEMRC	TOWN	ASSESSMENT SERVICES
X		Inspections of New Properties
X		Inspections and assess permits for additions and changes
X		Inspections of Incomplete Properties
X		Valuation of Properties for Grand List
X		Data Entry of Properties
X		Sketching of Properties
X		Pictures of Properties
X		Grievance Hearings
X		BCA Hearings
X		State and Court Hearings
X		Current Use Valuation
X		Current Use Withdrawal Valuation
X		Current Use Grievance Hearings
X		Valuation of Exempt Properties
X	X	Other:

NEMRC	TOWN	Administrative Services
	X	Complete Property Transfers
	X	Complete Name and Address Changes
	X	HS 122 Downloads
	X	Current Use Downloads
X	X	Grievance Notification
	X	Veterans Exemptions
	X	Sales Verifications
X	X	Equalization Review
X	X	Generate Grand List
	X	Generation and filing of PRC and Cost Reports
	X	Property Inquiries (Calls, Emails, Reports, Etc.)
X	X	Other:

NEMRC	TOWN	Tax Mapping and E911
	X	Prepare Transfers for Mappers
	X	Prepare Mylars for Mappers
	X	Generate E911 Numbers
X	X	Other:

NEMRC	TOWN	Supervision and Support
<u> X </u>	<u> </u>	Supervise in-house CAMA utilization
<u> X </u>	<u> </u>	Review Real Estate Data
<u> X </u>	<u> </u>	Advise Town Officials of Grant List Issues
<u> X </u>	<u> </u>	Train Local Officials in CAMA
<u> X </u>	<u> </u>	Tran Local Officials in Grand List
<u> X </u>	<u> X </u>	Other:

ATTACHMENT B

[DRAFT JOB DESCRIPTION FOR REVIEW]

Town of Weathersfield, VT

Position Title

Administrative Officer of Planning, Zoning, and Assessing

Planning & Zoning Responsibilities

- Responsible for issuing permits, assisting applicants, conducting enforcement actions, and educating the public about the requirements of town bylaws and state laws relating to land use.
- Prepares agenda for Planning & Zoning Board meetings, advertises and posts agendas in three (3) public places and online. Notifies abutters of hearings when required;
- Prepares support and informational packets for Board members prior to public meetings;
- Generate, transcribe and distribute all correspondence resulting from Board decisions at meetings to appropriate persons/Boards/Agencies
- Maintains the following webpages on the Town Website: Land Use, Health Department, Listers, Planning Commission, Zoning Board;
- Acts as Town Planner in conjunction with the Planning Commission;
- Assists in the drafting and adoption of revisions to the Town Plan, Zoning Bylaws, Subdivision Regulations, Flood Hazard Regulations, Highway Regulations, official Town Highway Map, and other documents.
- Assist the public with inquiries into previous Board actions or recommendations
- Assists the public with completion of applications
- Constant communication is a paramount duty and obligation of the agent both with the Board specifically and with the public (i.e., Engineers, developers, attorneys, surveyors, other town boards) in general.
- In addition to regular scheduled office hours the agent must be available weekends (rare) and evenings as needed by the Board.
- Attend all meetings, public hearings and Town meetings
- Advertise for public hearings for Definitive Subdivisions, Site Plans, changes to Rules and Regulations and amendments to Zoning by-laws
- Receive all plans from developers and review for completeness before accepting for action by the Board; distribute plans and receive notification
- Responds to inquiries from the public in person, on the phone and in writing concerning procedures and regulations of the Planning & Zoning Boards
- Monitor subdivision and site plans from application through construction to final completion and acceptance
- Attendance at site walks and note taking is mandatory
- Reviews development proposals for conformity with town bylaws and regulations.
- Provides applicants with forms and information necessary to apply for Town permits or authorizations as required by town bylaws and/or state law.
- Issues permits for land development and certificates of occupancy after a review of the town bylaws.
- Coordinates the local development review process.
- Advises applicants to contact the regional permit specialist at the Vermont Department of Environmental Conservation regarding State permits.

- Records notice of permits, violations, and permit denials with the Town Clerk.
- Provides the Assessor with a copy of all permits.
- Serves as the custodian of permit records and provides assistance to individuals who are researching the permit history of a property.
- Investigates complaints of alleged zoning violations.
- Enforces all violations of Town ordinances, bylaws, and regulations relating to land use issues; issues notice and takes action as required by Town bylaws.
- Actions requiring the assistance of legal counsel must first be approved by the Town Manager.
- Provides administrative assistance to the Planning Commission and Zoning Board of Adjustment, including but not limited to: preparation of packets for meetings, assistance in preparation of written correspondence and issuance of decisions (so long as they are not appeals of the Zoning Administrator's actions), and conducts research as requested by the boards.
- Reviews all applications for State land use permits pursuant to Act 250, providing analysis and recommendations to the Planning Commission and Select Board. May represent the Planning Commission and/or Select Board in hearings before the District Environmental Commission and/or State Environmental Board.
- Acts as Deputy Health Officer, pursuant to 18 VSA Chapter 11. The Deputy Health Officer is nominated by the Select Board and appointed by the Vermont Commissioner of Health. The Deputy Health Officer may be removed at any time for cause.
- This position requires considerable judgment in the literal application, interpretation, and enforcement of Town ordinances, regulations, bylaws, and policies, as well as State laws and policies.
- Represents Town at meetings and conferences involving land use.
- Attends and participates in public functions and meetings to explain and interpret town objectives and regulations.
- Performs other duties as needed or assigned.

Administrative Assistant to the Assessor Responsibilities

- Assists Assessor with gathering information for Assessor Services.
- Complete Property Transfers
- Complete name and Address Change
- HS 122 Downloads
- Current Use Downloads
- Mail Grievance Notifications
- Veterans Exemptions
- Sales Verifications
- Equalization Review
- Generate Grand list in conjunction with Assessor
- Generation and filing of PRC and Cost Reports
- Property Inquiries (Calls, Emails, Reports, Etc.)

Job Environment

Normal office environment 8:00am-6:00pm Monday, 8:00am-4:30pm Tuesday-Thursday, 8:00am-12:00pm Friday. Evening Meetings mandatory.

Supervision

Reports to the Town Manager

Essential Function

Comprehensive managerial position requiring both office and field work

Recommended Minimum Requirements

Education and Experience

- Bachelor's degree in business or equivalent work experience is preferred
- Knowledge of municipal government
- Proficient computer skills including Microsoft Office

Knowledge, Abilities, and Skills

Knowledge

- Considerable experience in an office setting, including exposure to public contact.
- Familiarity with various town by-laws, State and Federal regulations pertaining to the Zoning By-laws, Planning Board regulations and land use related matters
- Knowledge of standard office principles and procedures.
- Knowledge of basic capabilities and functions of word processing applications software.
- Knowledge of principles of business English, grammar and punctuation.
- Knowledge of principles of telephone etiquette.

Abilities

- Ability to work independently
- The ability to follow standardized rules and procedures and to operate office machines
- The ability to analyze different and unrelated issues and choose the appropriate course of action from many alternatives.
- The ability to establish and maintain effective working relationships with those contacted in the course of work

Skills

- Good typing ability with moderate speed and excellent accuracy
- Good written and verbal communication skills, including competency in grammar, punctuation and spelling
- Skill in using general office equipment such as telephones multi-line telephone system, fax, duplicating machines, copiers, and computers.
- Skill in recording and retrieving general information.
- Skill in dealing effectively with the general public.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

ATTACHMENT C

[LETTER OF SUPPORT TO SELECTBOARD]



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

August 12, 2021

Weathersfield Selectboard
5259 US Route 5
Ascutney, VT 05030

Dear Selectboard Members,

On behalf of the Town of Weathersfield Planning Commission we wish to express our strong support for combining the offices of the Listers and Land Use to create 1 full-time position, contracting with NEMRC, and continuing to keep an elected board of listers with an annual stipend of \$500 per lister.

The proposal contracts the high-level assessment services to NEMRC and adds administrative and tax mapping duties and responsibilities to a combined position with NEMRC support and training. It is our understanding that NEMRC provides similar services to several other towns within the State of Vermont, and we support a similar arrangement in Weathersfield.

We would like to reiterate our strong support for this position and if you have any questions, please do not hesitate to contact us.

Respectfully,

Howard Beach, Chair
Weathersfield Planning Commission



Town of Weathersfield

5259 US ROUTE 5 | P.O. BOX 550 | WEATHERSFIELD, VT 05030 | PHONE (802) 674-2626 | FAX (802) 674-2117

Brandon W. Gulnick
Town Manager

August 13, 2021

Selectboard
5259 US Route 5
Ascutney, VT 05030

Re: Personnel Policy Updates

Dear Weathersfield Selectboard,

The Personnel Policy has been updated with the feedback received from the May 17, 2021, SB meeting. Changes are in green and are located on page 7 "Hours of Service," page 19 "Holiday Leave," and page 20 "Vacation Leave." These meetings are not a "first reading." Rather, these meetings are designed to work on the personnel policy, gather feedback, etc. Considering the Personnel Policy will need to be approved in its entirety, the SB has decided to also review the Opt-Out policy prior to moving forward through the approval process (first, second, and final reading). I highlighted the opt-out policy on page 17 in yellow. Please review and be prepared to provide feedback.

If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

DocuSigned by:
Brandon Gulnick 8/13/2021
4A3BEB6DB9B94C7...

Brandon Gulnick
Town Manager

Town of Weathersfield

2021

Personnel Policy



Table of Contents

SECTION 1: TITLE AND AUTHORITY	4
SECTION 2: PERSONS COVERED	4
SECTION 3: EQUAL OPPORTUNITY.....	4
SECTION 4: EMPLOYMENT HARASSMENT AND DISCRIMINATION.....	4
SECTION 5: APPOINTMENT/PROBATIONARY PERIOD	6
Type of Appointments	6
Probationary Period	6
SECTION 6: CONDUCT OF EMPLOYEES	7
SECTION 7: HOURS OF SERVICE.....	7
SECTION 8: PAY PLAN	7
SECTION 9: OUTSIDE EMPLOYMENT	8
SECTION 10: GIFTS AND GRATUITIES.....	8
SECTION 11: POLITICAL ACTIVITY	8
SECTION 12: NEPOTISM.....	9
Section 13: PERSONNEL RECORDS.....	9
SECTION 14: USE OF TOWN EQUIPMENT.....	9
SECTION 15: USE OF TOWN COMPUTER SYSTEM	9
SECTION 16: PERFORMANCE EVALUATIONS	10
SECTION 17: EMPLOYEE DISCIPLINE	11
Verbal warning	12
Written warning	12
Suspension/Demotion	12
Termination	12
SECTION 18: EMPLOYEE TERMINATION PROCESS.....	12
SECTION 19: DISCIPLINARY APPEAL.....	14
SECTION 20: GRIEVANCES	14
Policy.....	14
Procedure	14
SECTION 21: RESIGNATION.....	14
SECTION 22: SEXUAL HARASSMENT	14
SECTION 23: ELIGIBILITY FOR BENEFITS.....	16
Opt-Out Program.....	17
Alternative Coverage	17
SECTION 24: RETIREMENT	17
SECTION 25: LEAVE	18

PARENTAL AND FAMILY LEAVE..... 18

SHORT TERM FAMILY LEAVE..... 18

HOLIDAY LEAVE..... 19

VACATION LEAVE..... 19

SICK LEAVE 20

BEREAVEMENT LEAVE 21

Civil Duty and Jury Leave 21

Military Leave 21

Special Leaves of Absence..... 22

Compensatory Time 22

SECTION 26: WORKPLACE HEALTH AND SAFETY 22

Vermont Occupational Safety Hazards Act (VOSHA) 22

Tobacco Policy 22

DRUG - FREE WORKPLACE POLICY 23

SECTION 27: SEVERABILITY AND EFFECTIVE DATE 25

SECTION 1: TITLE AND AUTHORITY

These rules shall be known and cited as "Personnel Rules" and are hereby adopted pursuant to the provisions of Title 24, Vermont Statutes Annotated, Chapter 33, Subchapter 11, sections 1121 and 1122.

Employment with the Town of Weathersfield is not for any definite period or succession of periods, and may be terminated either by the employee or by the town at any time without notices, except as provided by this manual. Wages or salary and any accrued and unused vacation allowable under these rules and regulations, shall be due to the employee only to the day and hour of termination.

This manual and the provisions contained herein do not constitute a contract of employment in whole or in part. The Town reserves the right to add, amend or delete any benefits or policy stated herein at any time, except as otherwise committed to by formal contract agreements. The Selectboard will, however, consult with the Town employees or their authorized representative prior to making any changes to this policy.

This personnel policy will be administered by the Town Manager or his/her authorized representative. Amendments to these rules and regulations shall be by resolution of the Selectboard, but no changes to this agreement will be valid or recognized unless a new personnel policy is adopted in its entirety. Upon any new adoption a signed acknowledgement will be placed in each employee's file.

SECTION 2: PERSONS COVERED

This personnel policy applies to full-time, part-time and limited-term employees of the Town of Weathersfield. Except by separate written agreement, elected officers, members of Town boards and commissions, volunteers and persons who provide the Town with services on a contract basis are not covered by this policy.

Where a conflict exists between this policy and any individual employment contract, or written agreement the latter will supersede this policy.

SECTION 3: EQUAL OPPORTUNITY

The policy of the Town of Weathersfield is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications for the job and treat employees fairly with respect to compensation and opportunity for training and advancement including upgrading and promotion without regard to age, sex, sexual orientation, marital status, race, color, national origin, religion, disability, veteran's status or any other category protected under local, state or federal law. Equality in such opportunities has been and will continue to be the basis policy of the Town.

SECTION 4: EMPLOYMENT HARASSMENT AND DISCRIMINATION

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran

status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.

Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment or discrimination based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint or for cooperating in an investigation of harassment or discrimination.

All employees, including supervisors and other management personnel, are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any individual who believes that she or he has been the target of this type of harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected acts of harassment. Supervisors should report to the Town Manager [who has been designated to receive such complaints or reports], or to the Chairperson of the Select Board [the head of this organization]. Failure by a supervisor to appropriately report or address such harassment complaints or suspected acts shall be considered to be in violation of this Policy.

Any employee who wishes to report harassment should file a complaint with:

Their immediate supervisor
or
Weathersfield Town Manager
PO Box 550
Ascutney, VT 05030
(802)674-2626

If the complaint is against the Town Manager, the employee can file the complaint with the Selectboard

A prompt, thorough and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment or discrimination.

Complaints of harassment or retaliation may also be filed (within 300 days) with the following agencies:

Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3171 (voice)
(802) 828-3665(TTY)

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: (617) 669-4000 (voice)
1-800-669-6820 (TTY).

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

SECTION 5: APPOINTMENT/PROBATIONARY PERIOD

Type of Appointments

For the purposes of this policy appointments will be made as follows:

- **Full-time employee**- an employee who works at least 30 hours per week on a regular and continuing basis.
- **Part time employee**- an employee who works fewer than 30 hours per week on a regular and continuing basis. (Part time employees budgeted, and regularly working, less than 10 hours per week will not be eligible for any benefits including paid leave)
- **Limited-term employee** - Limited term appointments are made when a special project requires the addition of employees for a specific time, or to fill a position of an employee on a leave of absence. Such employees shall be subject to all rules and regulations. Limited term employees will not receive the benefits provided for regular full or part time employees unless specified in their hiring letter.

Probationary Period

All new employees will be required to complete a one-year probationary period. The purpose of this probationary period is to determine whether or not the employee is suited for the job. During the probationary period, an employee can be terminated at any time at the sole discretion of the Town. Notwithstanding any other provisions in this policy, an employee terminated during this probationary period will have no right to appeal such termination.

All promotions shall be subject to a one-year probationary period. If during this probationary period the Town determines that the job is not being satisfactorily performed, the employee shall be returned to his

former job or a comparable position, if available, and the position shall be filled at the discretion of the Town Manager. Any person hired to fill a vacancy due to promotion will be hired to a limited-term appointment for a period equal to the probationary period of the person being promoted.

During any probationary period, the probation can be extended by the Town Manager.

SECTION 6: CONDUCT OF EMPLOYEES

All employees are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful and respectful manner in all their interactions with the public, other employees, and elected and appointed officials. All employees are expected to faithfully execute the duties and responsibilities of their office to the best of their ability and in compliance with the provisions of this personnel policy. Employees shall not use their positions to secure special privileges or exemptions for themselves or others. Employees shall not use Town property or equipment for the employee's private use or for any use other than that which serves the public interest. Discipline and/or discharge may result from any action or inaction resulting in anything less than satisfactory performance. All employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case.

SECTION 7: HOURS OF SERVICE

With the approval of the Town Manager, the Department Head shall prescribe the number of hours per day and per week of actual attendance on duty for employment in positions under his or her jurisdiction. The hours so established shall be construed as the normal work day or work week.

All road crew employees are expected to be available for work on an on-call basis, especially during the winter months. All Town employees are required to be available for work in the case of an emergency, weather-related or otherwise.

All employees are expected to be in attendance during their regular work hours. Employees who will be absent from work are expected to notify their supervisor in advance whenever possible. Employees who are calling in sick are expected to notify their supervisor as soon as possible, but no later than one hour prior to their scheduled shift.

Regular work hours may be changed, and employees may be expected to work additional hours that may exceed forty hours in a given week, as circumstances require.

All Town Officials will receive a 30 minute paid working lunch period.

SECTION 8: PAY PLAN

In accordance with the provisions of the Fair Labor Standards Act, as amended, it shall be the policy of the Town of Weathersfield to pay one and one-half times the hourly rate of pay to all non-exempt employees (except elected officials and exempt employees) for required work performed in excess of forty (40) hours during a given weekly pay period. Each employee shall fill out his/her weekly time sheet and submit it to his/her Department Head for approval. Sick leave, vacation leave, compensatory time, and holiday leave shall be

counted as time worked for the purpose of computing overtime pay or compensatory time.

An hourly employee shall be paid for the actual number of hours worked during each pay period. Salaried employees shall be paid based on an annual rate divided by the number of pay periods per year. An employee absent without authorized leave may forfeit pay at the discretion of the Town Manager. When absent on authorized leave, each employee shall be paid at the regular rate, except as outlined in this policy. After one year's service, an employee who leaves the service of the Town shall be paid all unused, accrued vacation time.

The provisions of these regulations shall prevail except in cases where contrary contractual agreement exists between the employee and the Selectboard.

Non-exempt employees shall be compensated for a minimum of three hours of overtime when called in outside of scheduled working hours.

SECTION 9: OUTSIDE EMPLOYMENT

The primary occupation of all full-time employees shall be with the Town. Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest.

Prior to accepting any outside employment, employees will disclose their intent to do so in writing and obtain prior clearance from the Town Manager that such employment does not constitute a conflict of interest.

A conflict of interest means a direct or indirect personal or financial interest of an employee, his or her close relative, household member, business associate, employer or employee. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

SECTION 10: GIFTS AND GRATUITIES

Employees may not directly or indirectly ask for, demand, exact, solicit, accept or receive a gift, gratuity, act or promise beneficial to that individual, or another, which could influence any action or inaction associated with their official duties on behalf of the Town, or create the appearance of impropriety in connection with any actions or inactions associated with their official duties on behalf of the Town.

SECTION 11: POLITICAL ACTIVITY

No employee may use his or her official authority for the purpose of interfering with or affecting the nomination or election of any candidate for public office, or demand or solicit from any individual direct or indirect participation in any political party, political organization or support of any political candidate. Employees are prohibited from using Town facilities, equipment or resources for political purposes and from pursuing political activities while working.

This personnel policy is not to be construed to prevent employees from becoming or continuing to be

members of any political party or organization, from attending political party or organization meetings or events, or from expressing their views on political matters, so long as these views are clearly articulated as being those of the individual and not of the Town, and these activities do not interfere with the individual's ability to effectively perform his or her duties and take place or are expressed during non-working hours. Nor is this personnel policy to be construed as prohibiting, restraining or in any manner limiting an individual's right to vote with complete freedom in any election.

SECTION 12: NEPOTISM

The Town - in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of another close relative – prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervision of another close relative.

A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

Section 13: PERSONNEL RECORDS

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect his or her personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined. Copies of file contents, if needed by the employee, must be made by the Town's representative, not by the employee.

SECTION 14: USE OF TOWN EQUIPMENT

Except as provided in the following section (Use of Town Computer System) the use of Town equipment or property for personal use is strictly prohibited. Employees should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate violations of workplace rules.

SECTION 15: USE OF TOWN COMPUTER SYSTEM

The Town computer system is to be used by employees for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on the Town computer system. The Town may monitor any and all computer transactions, communications and transmissions to ensure compliance with this policy and to evaluate the use of its computer system. All files, documents, data and other electronic messages created, received or stored on the Town computer system are open to review and

regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Employees may not introduce software from any outside source on the Town's computer system without explicit prior authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town's operating system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the Town computer system which are prohibited:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including web sites and news groups, that are inappropriate in a business setting;
- Any other use that may compromise the integrity of the Town and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize that emails sent, received, or stored on the Town computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention rules and disposition schedules for municipal records.

For purposes of this section, "computer system" means all smart phones, computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, laptops, software, internal or external communication networks, the world-wide web (www), the Internet, commercial online services, bulletin board systems, backup systems and the internal and external e-mail systems accessed via the Town's computer equipment.

SECTION 16: PERFORMANCE EVALUATIONS

Employees should be evaluated at least annually and may be subject to job performance evaluations at other times and in such manner as the Town Manager or his/her authorized representative deems reasonable. The results of such evaluations will be submitted to the employee, the employee's supervisor, the Town Manager and will become a part of the employee's personnel file.

Any annual evaluation with a rating of less than satisfactory (does not meet expectations) shall be accompanied with a needs improvement plan and may result in a probationary period of up to (90) days. Failure to improve during the probationary period may result in suspension without pay or termination.

Any employee with an annual evaluation with a less than satisfactory rating resulting in a needs improvement plan will not be eligible for any raises or promotions, including cost of living adjustments,

until after the improvement plan is satisfactorily completed and a follow-up evaluation is completed showing a satisfactory rating in all areas.

SECTION 17: EMPLOYEE DISCIPLINE

The Town of Weathersfield has adopted a progressive discipline process to identify and address employee and employment-related problems. The Town's progressive discipline process applies to any and all employee conduct that the Town, in its sole discretion, determines should be addressed by discipline.

Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance or for other action or inaction for which the Town Manager determines that discipline is appropriate. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, discipline may be issued for conduct that falls outside of those identified areas.

The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in a given situation at the Town's sole discretion.

The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other reasons.

Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.

- Engaging in any illegal activity.
- Refusing to do assigned work or failing to carry out the reasonable assignments of a Supervisor or Town Manager.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or

- drugs when on the job or subject to duty.
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- Willful violation of Town rules or policies.

The Town will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted:

Verbal warning - For the first violation or any violation immediately following one year of no disciplinary action against the employee of any rule, inaction or prohibited action as defined above not, in the opinion of the Dept. Head serious enough for dismissal, the Dept. Head may issue an oral reprimand (using the Town's Oral and Written Reprimand Form) to the offending employee. Written records of oral reprimand shall be entered in the employee's personnel folder.

Written warning- A violation of any rule, inaction or prohibited action within one year of an oral reprimand or where more severe initial action is warranted, can result in the department head issuing a written reprimand to the offending employee (using the Town's Oral and Written Reprimand Form). The reprimand will be issued to the employee in conference with the Town Manager with a witness present and shall detail the incident necessitating the action and the rule or rules violated. A written record of oral reprimand signed by the Town Manager and conference witness shall be entered in the employee's personnel folder.

Suspension/Demotion - A violation of any rule, inaction or prohibited action, or any other behavior warranting disciplinary action within one year of an oral reprimand or where more severe initial action is warranted, can result in the Town Manager suspending or demoting an employee. Disciplinary suspension will be with or without pay for up to ten (10) working days. Such suspended or demoted employee shall be notified of such action in writing during a conference with the Town Manager with a witness present. The written notification will include a description of the incident necessitating the action or the rule violated. A copy of the written notification signed by the department head, Town Manager and the conference witness and shall be entered in the employee's personnel folder. Employees suspended shall also be informed in writing of the appeal procedure provided under these Personnel Rules and Regulations.

Termination- See Section 18

SECTION 18: EMPLOYEE TERMINATION PROCESS

The Town of Weathersfield has adopted an employment termination process. Most often, employee conduct that warrants termination results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. However, termination may result from conduct that falls outside of those identified areas. The Town need not utilize this termination process but may take whatever action it deems necessary to address the issue at hand.

The Town also retains the right to unilaterally eliminate a position and thus terminate employment or reduce the work hours for some or all employees due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons. In such case, this termination process does not apply.

Probationary employees are not subject to the Town's termination process. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.

An employee being considered for termination will be provided with written notice. The notice will contain a brief statement of the reasons termination is being considered and the date, time and place of a pre-termination meeting with the employee's supervisor.

At the pre-termination meeting, the employee will be afforded an opportunity to present the employee's response to the reasons for termination. If the employee declines to attend the pre-termination meeting, the employee may submit a written response to the pre-termination notice not later than the scheduled date of the meeting.

Within seven calendar days of the date of the meeting, the supervisor will provide the employee with a written notice informing the employee whether he/she has been terminated. If the employee has been terminated, the notice will provide the general reasons therefore and will also inform the employee of the opportunity to request a post-termination hearing before the Selectboard by giving written notice of such request to the supervisor within seven calendar days. The employee will be informed that the employee's failure to make a timely request for a post-termination hearing will result in such hearing being waived.

If a request for a post-termination hearing is made, the Selectboard will provide the employee with a notice informing the employee of the date, time, and place of the post-termination hearing before the Selectboard. The notice will inform the employee of his or her right to be represented by counsel, to present and cross-examine witnesses and to offer supporting documents and evidence.

At the post-termination hearing, the employee will be afforded the opportunity to address the basis for termination by hearing and examining the evidence presented against the employee, cross-examining witnesses and presenting evidence on his/her behalf. The Selectboard will make such determinations as may be necessary in the event of evidentiary objections or disputes. When the hearing is adjourned, the Selectboard, under the authority granted by 1 V.S.A. § 312(e), will consider the evidence presented in the hearing in deliberative session.

The Selectboard will render a written decision within fourteen calendar days after close of the hearing, unless otherwise agreed upon by the parties. If the action of the Selectboard is in favor of the employee, he or she shall be restored to his or her original position with full pay for the period since dismissal or suspension. The Selectboard can also reduce the disciplinary action to suspension without pay or reprimand.

The decision of the Selectboard shall be final.

SECTION 19: DISCIPLINARY APPEAL

- Appeals from dismissal, demotion or suspension shall be made by an employee by applying in writing within five (5) working days of such dismissal, demotion or suspension, to the Town Manager.
- If a hearing is requested, the Selectboard shall hold a hearing as requested by the employee, within three (3) weeks of receipt of employee's written request for a hearing.
- At the hearing, the employee, at his/her discretion, may be present, present testimony, be represented by counsel, examine the evidence against him or her and cross-examine witnesses.
- The Selectboard shall make its decision and inform the appellant within seven (7) days.
- If the action of the Selectboard is in favor of the employee, he or she shall be restored to his or her original position with full pay for the period since dismissal or suspension. The Selectboard can also reduce the disciplinary action to suspension without pay or reprimand.
- The decision of the Selectboard shall be final.

SECTION 20: GRIEVANCES

Policy

A grievance is any matter considered by the employees as grounds for complaint, except in the case of personnel action arising out of discipline, dismissal, demotion or suspension. Adjustment for such complaints is separately provided for in Section 19.

It is the intent of the Town of Weathersfield to deal with grievances informally and supervisors as well as employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which will be resolved only after a formal appeal and review. When this is the case the procedure listed hereunder will be followed.

Procedure

An employee who believes that inequitable treatment has been received because of some conditions of employment may personally or through representative's appeal for relief from that condition. The employee is expected to initially discuss any grievance with the Department Head. If the employee feels that the grievance has not been satisfactorily adjusted by the Department Head, he or she may present it to the Town Manager for consideration.

SECTION 21: RESIGNATION

An employee who resigns his or her employment with the town shall be deemed to be terminated in good standing if he or she gives reasonable notice (normally a minimum of two weeks) to the Town Manager or his/her authorized representative of the employee's intention to resign. The notice should be in writing identifying the date of resignation and other circumstances of the resignation that are such as to justify good standing.

SECTION 22: SEXUAL HARASSMENT

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The

Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their gender. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. § 495h, the Town has adopted the following sexual harassment policy.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following when such instances or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an individual's body;
- touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an individual to socialize on or off-duty when that person has indicated he/she is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee's sex;
- harassing acts or behavior directed against a person on the basis of his or her sex;
- off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Any individual who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.

Any employee who wishes to report sexual harassment should file a complaint with:

Weathersfield Town Manager
PO Box 550
Ascutney, VT 05030
(802)674-2626

If the complaint is against the Town Manager, the employee can file the complaint with the Selectboard

Once the Town receives a complaint of sexual harassment, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. If sexual harassment is found to have occurred, the Town will take appropriate action, ranging from a verbal warning up to and including dismissal.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

Vermont Attorney General's Office
Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
Tel: (802) 828-3171 (voice)
(802) 828-3665 (TTY)

Equal Employment Opportunity Commission
JFK Federal Building
475 Government Center
Boston, MA 02203
Tel: (617) 669-4000 (voice)
1-800-669-6820 (TTY)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

SECTION 23: ELIGIBILITY FOR BENEFITS

Upon the first day of the month, in the month following the date of hire, a full-time or part-time will become eligible for the benefits provided to each employment classification. Details about those benefits, as they exist are included in this policy or in Appendix A.

Limited term employees are not eligible for benefits unless specifically documented in the hiring letter or required by law.

The town reserves the right to change insurance carriers, or to add, delete or amend insurance benefit programs in its sole discretion. The town also reserves the right to change the amount or percentage of its contribution to the cost of any group health insurance program. Employees will be provided with advance notice of any change in the contribution rate.

Benefit costs will be supplemented by the Town at the rate set by the Selectboard during the budgeting process. If at any time an employee is on any type of unpaid leave by the Town, the employee may be responsible to cover the entire cost of all benefits.

Opt-Out Program

Employees who are regularly scheduled to work 30 hours or more per week and who have medical coverage through another source are eligible for the Opt-Out choice. The Town offers Opt-Out to recognize the needs of our workforce by providing maximum flexibility in health care choices available to employees and their families.

This alternative allows employees who are covered under another medical or dental plan to "Opt-Out" of coverage and receive a cash payment in lieu of medical benefits. Employees choosing Opt-Out will receive \$50% of the cost savings, not to exceed \$10,000 annually, that will be paid in weekly payments based on the full amount being paid over a calendar year. New employees "Opt-Out" payment will be prorated to the remainder of the calendar year (50% of the savings divided by the number of weeks in a year multiplied the number of weeks left in the calendar year). These payments will be subject to applicable State and Federal taxes.

Employees that qualify for Medicare benefits may "Opt-out" of Town medical benefits with a \$5,000 stipend given to offset the cost of Medicare supplemental insurance for a single employee, and a \$10,000 stipend for a couple.

With this choice, employees would opt-out of medical coverage for themselves and their eligible dependents. For employees with dependent coverage, opt-out is for employee and family.

Medical benefits through the Town will be made available to Opt-Out participants should they lose their coverage provided by another source. Participants in the Opt-Out Program must sign a release and show proof of medical benefits through another source.

Alternative Coverage

Employees who are eligible for health insurance coverage may be offered a choice of benefit plans. Employees choosing a less expensive plan will receive weekly payments equivalent to 50% of the resultant savings to the Town compared to the most expensive plan offered, but not to exceed \$5000 annually. These payments will be subject to applicable State and Federal taxes. If the employee elects to have these savings directed into an eligible Health Savings Account 75% of the cost savings will be directly deposited into that account, not to exceed \$5000 annually.

SECTION 24: RETIREMENT

The Town of Weathersfield participates in the Social Security Program and all employees are required to participate in this program. In addition, the Vermont Municipal Employees Retirement System is required of all eligible employees (24 or more hours per week) and qualifying elected officials. Application and full details can be obtained from the Town Manager.

Other optional retirement plans (IRS 457 Plans) are available through the Town with all contributions and fees paid by the participating employees.

SECTION 25: LEAVE

The following types of leaves are officially established: parental leave and family leave, short term family leave, holiday, vacation, sick leave, bereavement leave, civil and jury leave, military leave, special leaves of absence, compensatory leave (time off in lieu).

Full-time or part-time employees wishing to observe religious holidays not listed by the Town Manager shall, at their option, be given time off without pay or have the time charged to their vacation.

No employee of the Town of Weathersfield shall be absent from duty without permission. Any absence of an employee from duty, including the absence of a single day or a part of a day, which is not authorized under provisions of these Rules, shall be investigated by the appropriate supervisor and shall be reported to the Town Manager or authorized representative for action. Any such absence may be cause for disciplinary action by the Department Head. Any employee who shall absent himself or herself without authorization shall forfeit all compensation for the period of such absence.

All leaves must be granted by the Department Head/Town Manager in conformance with rules established for each type of leave. All Department Heads shall maintain permanent records of any absence from duty of their employees and these shall be given to the Town manager or his/her authorized representative.

No leave can be transferred between employees.

PARENTAL AND FAMILY LEAVE

Eligible employees may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This state law will determine employee eligibility, the qualifying reasons for such leave and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this policy as leave under the VPFLA.

A request for leave must be made to the employee's supervisor/Town Manager. Where an employee's leave request is covered by the VPFLA, the Town will adhere to the law that provides the most benefits to the employee.

For the purposes of determining the twelve-month period in which an employee may be entitled to VPFLA, the Town will use a rolling twelve-month period measured backward from the date an employee uses such leave.

SHORT TERM FAMILY LEAVE

In accordance with the 21 V.S.A. § 472a, eligible employees (employed by the Town for at least one year for an average of at least 30 hours per week) may be entitled to take unpaid leave not to exceed four hours in any thirty-day period and not to exceed twenty-four hours in any twelve-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for

- professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours.

A request for leave must be made to the employee's supervisor/Town Manager. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in the case of an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

HOLIDAY LEAVE

Full- and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (January 17)
- Presidents Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Christmas Day (December 25)
- Floating Holiday (Town Managers Discretion)

Employees scheduled to work 40 hours a week will receive a full day's pay (~~10 hours~~) for each qualifying holiday listed above based on the employees regularly scheduled workday.

Employees working under 40 hours per week, will receive holiday leave pay for the number of hours in the employee's typical work day on which the holiday falls, at the employee's regular rate of pay (up to the amount that makes the employee whole to their normally scheduled work hours).

If employee works a holiday they will be compensated at time and one half plus the proper amount of holiday time.

Holidays falling on a Friday or Saturday will be observed the preceding Thursday. Holidays falling on a Sunday will be observed the following Monday.

Any time a holiday falls on a day the transfer station would normally be open, the transfer station will be closed, and the employees will be given holiday pay equaling the hours that would have been worked.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

VACATION LEAVE

Unless otherwise specifically agreed, with prior Selectboard approval, upon the first day of the month

following the date of hire eligible employees, full or part time employees that regularly work at least 10 hours per week, will begin to earn vacation time. The Town Manager can grant prorated vacation to all other part-time employees below the 10-hour threshold or temporary employees based on their status. Vacation time, based on an annual amount, will accrue monthly as shown below:

- 0-1 year = 40 hours of annual vacation (1 week) accrues at a rate of 3.33 hours per month
- 2-6 years = 80 hours of annual vacation (2 weeks) accrues at a rate of 6.67 hours per month
- 7-15 years = 120 hours of annual vacation (3 weeks) accrues at a rate of 10 hours per month
- 16+ years = 160 hours of annual vacation (4 weeks) accrues at a rate of 13.33 hours per month
- Employees working less than 40 hours a week will accrue pro-rated vacation time based on their regularly scheduled hours.

All employees are strongly encouraged to take their vacation leave on an annual basis. With the expectation that vacation time is to be used, a cap limits maximum vacation time accrual to two hundred (200) hours. Accrued time in excess of the maximum is irretrievably forfeited.

Vacation is to be requested by the employee on forms provided by the Town and approved at the discretion of the Department Head. The request will then be turned in to the Town Office for record keeping purposes.

The Town Manager may, upon written request of the employee, pay an employee for up to 80 hours of accrued vacation time in lieu of it being taken provided one of the following conditions exist:

1. A bona fide hardship (Determined by the Town Manager)
2. The employee has taken at least 40 hours of vacation that year and the Town Manager determines that the fiscal impact can be absorbed by the budget.

Upon termination, an employee shall be paid for all accrued but unused vacation time at his or her regular hourly rate at the time of termination. Payment will be at the next regularly scheduled pay day (or within 72 hours if the employee is discharged). This vacation payout will be paid in a single check, separate from the employee's normal paycheck.

SICK LEAVE

Employees scheduled to work 40 hours a week will accrue 8 hours of paid sick leave per month. All other employees, who regularly work at least 10 hours per week, will receive prorated sick leave pay based on the number of hours the employee is regularly scheduled to work in a week. The Town Manager can grant prorated sick pay to all other part-time employees below the 10-hour threshold or temporary employees based on their status. Sick leave can be carried over from year to year with a maximum of 720 hours being carried over from one year to the next.

An employee may use sick leave for an illness or injury that prevents the employee from performing the employee's job duties. An employee may also use sick leave to attend the following appointments that cannot be held outside normal working hours:

- A physical or mental illness
- A medical appointment
- For maternity leave
- An appointment eligible for short-term family leave under the provisions of the Vermont Parental and Family Leave Act (21 V.S.A. § 472a)

- To care for a sick or injured child, parent, grandparent, spouse, sibling or parent-in-law
- A funeral that is not eligible for Bereavement Leave
- A meeting for social or legal services related to a physical or mental illness
- Any other appointments authorized in advance by the employee's supervisor

All employees will receive sick leave pay at the employee's regular rate of pay for normally scheduled hours. Part time and Limited-Term employees will not be eligible to use sick leave for time the employee is not normally scheduled to work.

The use of sick leave for more than three (3) consecutive workdays will require a certificate from a licensed health practitioner stating the necessity of the absence.

Upon separation from employment, an employee will not be compensated for unused, accrued sick leave.

BEREAVEMENT LEAVE

Employees may be provided with up to three paid bereavement leave days related to the death of a close family member, domestic partner or member of an employee's household. Part time and Limited-term employees will only be compensated for their normally scheduled hours. The exact amount of time off is dependent upon the circumstances and subject to supervisor approval. For purposes of this policy, close family member is defined as the following: spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt, uncle, niece, nephew, parent-in-law, or sibling-in-law.

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not an immediate family member as defined above, nor a domestic partner, nor member of an employee's household, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or, if not, vacation or unpaid leave. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or his/her family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

Civil Duty and Jury Leave

All employees entitled to vote in national, state, and Municipal elections shall, when necessary, be allowed sufficient time off with pay to exercise this right. Approval of such leaves shall be given by the Department Head.

Should any employee be called for jury duty within any state or federal judicial court, the town shall pay to the employee the difference between the employee's actual salary and that received from the court.

Military Leave

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave for 30 days or less, subject to the provisions of these laws, will be paid only that portion of his/her regular salary which will, together with the military pay, equal his/her total normal salary for the same pay period. Employees who take military leave in excess of 30 days, subject to the provisions of these, laws will be

granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

Special Leaves of Absence

Special leaves of absence, normally not to exceed ten (10) days, may be granted with or without pay, or unusual reasons, with the approval of the department head and Town Manager when it is, in their opinion, in the best interest of the community.

Compensatory Time

In place of overtime pay, the town, at its discretion, may provide nonexempt employees with compensatory time off ("comp time") subject to the following conditions:

- Comp time is earned at a rate of one and one-half hours for each hour worked in excess of forty hours actually worked in any workweek.
- An employee may accrue a maximum of 100 hours of comp time. An employee who has accrued 100 hours of comp time will be paid overtime compensation for additional overtime hours of work.
- An employee may, at the Town Managers discretion, be paid in cash in lieu of comp time off.
- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for unused comp time at a rate not less than the average regular rate of pay received by the employee during the last three years of employment or the employee's final regular rate of pay, whichever is higher.

An employee who has accrued comp time and requests use of comp time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted to the employee's supervisor, who will have sole discretion to grant or deny the request. Requests for use of comp time will not unreasonably be withheld.

SECTION 26: WORKPLACE HEALTH AND SAFETY

Vermont Occupational Safety Hazards Act (VOSHA)

In the interest of the safety and well-being of town workers, all employees shall acquaint themselves with the rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). All Department Heads shall be responsible for enforcing safety rules as required by VOSHA or adopted by the Town.

All employees shall conduct themselves in a safe manner at all times in accordance with these regulations and shall not violate the VOSHA regulations. Any defective, unsafe equipment, or practice shall immediately be brought to the attention of the Department Head or his/her authorized representative and use of such unsafe equipment or practice shall cease immediately.

Tobacco Policy

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly-owned buildings, offices and enclosed areas, and in all Town vehicles.

DRUG - FREE WORKPLACE POLICY

As an employer, the town of Weathersfield is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. An employee who is under the influence of any drug on the job may pose serious safety and health risks not only to the user, but to co-workers and the general public at large. Therefore, the following conduct is prohibited during working hours, while using municipal equipment, and/or while on municipal property:

- The use of alcohol;
- The use of drugs except in the manner prescribed by a duly-licensed physician or dentist;
- Being under the influence of drugs or alcohol;
- The possession, sale, transfer, or purchase of illegal drugs.

An employee who engages in any of the above behaviors will be subject to disciplinary action up to and including termination.

Any employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal premises, will be temporarily relieved from duty pending further investigation.

An employee shall notify his Supervisor/Manager of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.

If a convicted employee works in federally funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Affairs.

An employee convicted under any criminal drug statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately dismissed for the first offense.

In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation not occurring in the workplace while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the employee.

Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the employer receives notice of a conviction. This, however, is not to be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining agreement, Section 504 of the Rehabilitation Act of 1978, and the Americans with Disabilities Act, if applicable.

If the use of legal drugs endangers safety, management may reassign work on a temporary or permanent basis. In addition to this policy, employees who operate commercial motor vehicles (CMVs) for the Town are also subject to the provisions of the Town's policy on drug and alcohol testing.

Each employee of the municipality will make a good faith effort to maintain a drug-free workplace and uphold and promote this policy.

Transitional Return to Work Policy

The Town of Weathersfield has set up a transitional return to work program for those employees who have sustained a work-related injury. The transitional return to work program seeks to match an injured employee's current functional limitations with temporary work assignments that are either modified in some way to match those limitations or with other task assignments that fall within established medical limitations set by the treating healthcare provider. This program does not guarantee that transitional work assignments will be available in all situations, be provided in their department, or available for extended periods of time. The provision of suitable work assignments is left to the discretion of the municipality, depending on elements such as the availability of suitable tasks, payroll budgets and departmental workloads and other elements.

Designated Provider

The Town of Weathersfield has set up a Designated Medical Provider program in accordance with Workers Compensation law, Rule #12, which gives the employers the right to refer an employee to a particular provider for his/her first medical visit after an injury. In case of an Emergency, it may not be practical to utilize a network provider. However, in Non-Emergency situations the employer may then request follow up treatment with a network provider.

After the employee's first Designated Medical Provider visit, he/she may:

Select their own physician if they meet the following conditions:

1. The employee must notify the employer in writing setting forth the employee's reasons for dissatisfaction with the physician designated by the employer;
2. The employee's written notice must identify the physician or medical provider from whom the employee intends to seek treatment.

According to Section 3 of Rule # 12 that an employer can refuse to reimburse for medical charges, if these guidelines are not followed, as well as those listed under Rule 12, Section (b) regarding maximum allowable medical expenses.

As such the Town of Weathersfield has selected the Charlestown Health Center (currently located at 250 CEDA Road In Charlestown, NH) as their provider.

In addition to the first initial visit of a work-related injury, the Town may require that the designated provider be seen before returning to full duty after a prolonged medical absence, whether work related or not, at the employer's expense.

SECTION 27: SEVERABILITY AND EFFECTIVE DATE

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This Policy shall be entered in the minutes of the Select Board's meeting, recorded with the Town Clerk, and posted at the regular meeting site of the Select Board.

The foregoing Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 7th day of January 2019.

Kelly Murphy (Chair)

C. Peter Cole (Vice-Chair)

Tom Leach

Dan Boyer

John Arrison

Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town's personnel policy on _____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that this policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that it is my responsibility to comply with all the provisions of the Town's personnel policy.

Employee's Signature

Date

Personnel Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town's personnel policy on _____ and it is my responsibility to familiarize myself with its contents;
- B. I understand that it is my responsibility to ask questions if there is anything in the policy that I do not understand;
- C. I understand that the language used in this personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that this policy replaces any and all prior versions and that the Town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;
- F. I acknowledge that it is my responsibility to comply with all the provisions of the Town's personnel policy.

Employee's Signature

Date

TOWN OF WEATHERSFIELD, VERMONT
TELECOMMUTING POLICY
DRAFT 3: 08/16/2021

I. PURPOSE

The Select Board of the Town of Weathersfield, Vermont, pursuant to Title 24, Chapter 59, of the Vermont Statutes Annotated, and such other general and special enactments as may be material, hereby promulgate the following Policy, being mindful of the need to telecommute temporarily under certain circumstances. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a town wide benefit, and it in no way changes the terms and conditions of employment with the Town of Weathersfield.

II. TEMPORARY ARRANGEMENTS

Temporary telecommuting arrangements may be approved at the Town Managers discretion for circumstances such as inclement weather, temporary illnesses, or work above and beyond an employee's regular scheduled weekly workload, such as training. These arrangements are approved on an as-needed basis only and will not be approved long-term as a supplement to working in the office where an employee is readily accessible to Weathersfield residents and others. All telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the Town of Weathersfield.

During the course of each fiscal year, full-time Town Office employees may telecommute for no more than 5 days each year, and part-time employees may telecommute for no more than 2.5 days each year. Exceptions will be granted at the Town Managers discretion.

III. PROCEDURE FOR APPROVAL

- A. Employee proposes a telecommuting arrangement to the Town Manager and/or the Town Manager's designated agent either verbally or in writing. The Town Manager and/or designated agent reviews the proposal and consults with others for guidance (if necessary).
- B. To answer any remaining questions and address any concerns the Town Manager and/or designated agent, and employee review and discuss the proposed arrangement both verbally and in writing.
- C. The Town Manager and/or designated agent makes a determination. If the determination is to deny the arrangement, the Town Manager and/or designated agent will consult with Human Resources for review and guidance.
- D. The Town Manager and/or designated agent communicates the decision to the employee in writing.
- E. The Town Manager and employee review the work performed during the employee's work-at-home arrangement when the employee returns to work. If the employee is working-at-home for more than a workday, the employee, and Town Manager and/or designated agent, must schedule regular check-ins via phone or other remote meeting software such as Zoom or GoToMeeting (if necessary).

TOWN OF WEATHERSFIELD, VERMONT
TELECOMMUTING POLICY
DRAFT 3: 08/16/2021

IV. LOGISTICS/ EXPECTATIONS

- A. Telecommuting employees must be reachable via phone and email while telecommuting (unless otherwise scheduled for a personal appointment or lunch break) to answer questions, respond to inquiries, and assign tasks as needed.
- B. Phone/email check-ins with coworkers are encouraged to determine issues that need attention.
- C. If a telecommuting employee is sick or has a personal appointment while working at home, the employee will report hours worked and use leave time for hours not worked.

V. COMMUNICATION

It is the employee's responsibility to provide clear instructions on how to reach them offsite and this information must be indicated on their work calendar on scheduled telecommuting days, including any applicable phone numbers.

VI. WORKSPACE

- A. The employee's off-site workspace should provide an adequate work area (e.g., table or desk), light and telephone and computer service.
- B. High-speed Internet access may be required by the Town Manager and/or designated agent as a condition of telecommuting approval.
- C. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.
- D. The employee agrees to maintain safe conditions in the off-site workspace and to practice the same safety habits in the designated off-site workspace as in his/her office on the employer's premises.
- E. The telecommuter may not perform other duties (such as the care or supervision of children, family members, or others who require assistance due to illness, incapacity, or for any other reason), during the hours when they are to be working for an employer.

VII. EQUIPMENT / SERVICES

- A. The cost for technology required for the employee to perform their primary work responsibilities is determined and covered by the employer. WIFI is the responsibility of the employee.
- B. Other office related equipment and/or furniture costs are the responsibility of the employee.

TOWN OF WEATHERSFIELD, VERMONT
TELECOMMUTING POLICY
DRAFT 3: 08/16/2021

C. Employees may use available employer-owned equipment at their off-site workspace with prior approval of the supervisor and IT staff, provided the equipment will be used for employer work only, its use by an employee at his/her off-site workspace will not impede the work of other employees, and this use is not in conflict with existing employer policy.

D. Repair and maintenance of employee-owned equipment is the responsibility of the employee.

VIII: EVALUATION

Preapproved telecommuting arrangements will be reviewed after the initial arrangement, and during/after each arrangement thereafter. At any point, the Town Manager and/or designated agent may reverse a decision to allow an employee to telecommute if the Town Manager and/or designated agent decides the telecommuting arrangement becomes problematic in any way.

X: TIME WORKED

Telecommuting employees will be required to accurately record all hours worked using the Town of Weathersfield's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the Town Manager. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

XI: LIABILITY

The Employer will comply with the requirements of all state and federal laws that apply to workplace health and safety and is committed to preventing work-related injuries whenever possible. Employees are asked to use good judgment when telecommuting and should not, at any time, hold any in-person business meetings in their home. Such meetings should be scheduled when the employee is working in the main office or at an appropriate offsite location. The employee will maintain homeowners or tenant homeowner liability insurance (minimum liability limits of \$500,000 per occurrence for homeowners and \$300,000 per occurrence for renters) and will provide a certificate of insurance to employer prior to approving a Telecommuting Agreement. Any changes in rates or coverage are the responsibility of the employee and not employer. The employee should discuss their situation with their insurance agent to make sure they are adequately protected.

XII: PERSONS COVERED

This policy applies to all appointed and elected full-time, part-time, and limited-term employees of the Town of Weathersfield. Where a conflict exists between this policy and any individual employment contract, or written agreement the latter will supersede this policy.

TOWN OF WEATHERSFIELD, VERMONT
TELECOMMUTING POLICY
DRAFT 3: 08/16/2021

XII: REPEAL OF INCONSISTENT PROVISIONS

Any provisions of any Policy of the Town of Weathersfield in effect at the time of enactment and of this Policy governing, and in opposition to, any activity included in this Policy is hereby revoked.

XIII: SEVERABILITY

The Select Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

XIV: EFFECTIVE DATE

No section of this Policy shall be construed to supersede or replace any Vermont statute.

This Policy shall be entered in the minutes of the Select Board's meeting, recorded with the Town Clerk, and posted at the regular meeting site of the Select Board.

The foregoing Policy is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this 21st day of June 2021.

David Fuller, Chair

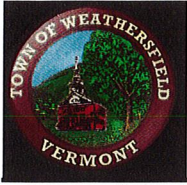
Michael Todd, Vice Chair

Kelly O'Brien, Clerk

Joseph Jarvis, Member

Paul Tillman, Member

Meeting date August 16, 2021
 AP warrant date 08/16/21
 Payroll warrant date 1 08/05/21
 Payroll warrant date 2 08/12/21



TOWN OF WEATHERSFIELD, VERMONT

Warrants for Meeting of August 16, 2021

	Check Date	Payroll	Operating Expenses
General Fund			
	8/5/2021	\$6,323.81	
	8/12/2021	\$7,201.60	
AP	8/16/2021		\$23,540.18
Total		<u>\$13,525.41</u>	<u>\$23,540.18</u>
Highway Fund			
	8/5/2021	\$3,246.30	
	8/12/2021	\$3,684.12	
AP	8/16/2021		\$17,048.87
Total		<u>\$6,930.42</u>	<u>\$17,048.87</u>
Solid Waste Mgmt Fund			
	8/5/2021	\$777.93	
	8/12/2021	\$780.40	
AP	8/16/2021		\$824.61
Total		<u>\$1,558.33</u>	<u>\$824.61</u>
Library			
	8/5/2021	\$992.50	
	8/12/2021	\$992.50	
Total		<u>\$1,985.00</u>	<u>\$0.00</u>
Grand Totals			
		\$23,999.16	\$41,413.66

Selector

To the Treasurer of the Town of Weathersfield, we hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$65,412.82. Let this be your order for the payments of these amounts.

08/13/21

Town of Weathersfield Accounts Payable

Page 1 of 3

09:35 am

Check Warrant Report # 19496 Current Prior Next FY Invoices For Fund (General Fund)

Payroll

For Check Acct 1(General Fund) All check #s 08/16/21 To 08/16/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-101-31.00 GF-Telephone	70.02	224165	08/16/21
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-201-31.00 Police-Telephone/communic	43.94	224165	08/16/21
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-105-31.00 Telephone Cell Phone	43.94	224165	08/16/21
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-201-31.00 Police-Telephone/communic	43.94	224165	08/16/21
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-101-31.00 GF-Telephone	102.68	224165	08/16/21
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-201-31.00 Police-Telephone/communic	170.23	224165	08/16/21
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-201-31.00 Police-Telephone/communic	170.23	224165	08/16/21
AT&T SVC	08/05/21	July21 cell phone 071621JULY	11-7-101-31.00 GF-Telephone	123.67	224165	08/16/21
ATKINSONG	08/11/21	Summer Music Series 8/13/21	11-7-305-25.00 Performers - Smr Music	400.00	224166	08/16/21
COMPETIT	08/11/21	IT August CW-51978	11-7-101-25.05 GF-IT Services	2366.52	224168	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	11-7-103-14.10 TC-Insurance Benefits	8.70	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	11-7-201-14.10 Police-Insurance Benefits	8.70	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	11-7-201-14.10 Police-Insurance Benefits	12.76	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	11-7-601-14.10 Library-Insurance Benft	12.76	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	11-7-101-14.10 GF-Insurance Benefits	8.70	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	11-7-201-14.10 Police-Insurance Benefits	12.76	224169	08/16/21
COMCASTBU	08/10/21	acct8773501440106826 MMHINTAUG	11-7-101-31.00 GF-Telephone	256.41	224170	08/16/21
COMCASTBU	08/10/21	acct0009194 August 21 WVVF8/21	11-7-207-30.00 WVVF Funding	175.10	224170	08/16/21
FAIRPOINT	07/30/21	July 21 1879 School house 454785701	11-7-302-39.00 1879 School house Maint	53.05	224171	08/16/21
FAIRPOINT	08/11/21	August AVFD AVFD AUG21	11-7-206-31.00 Telephone & Internet	46.23	224171	08/16/21
DECAMP	08/11/21	96G-Monthly INVOICE 30	11-7-206-60.00 Maintenance & Repairs	91.75	224172	08/16/21
DINGEE	08/11/21	Ladder 11 8855	11-7-206-60.10 Vehicle Maintenance	3000.00	224173	08/16/21
EASTERN	08/05/21	FY22 tax bills 00052753	11-7-102-23.00 Finance-Tax Billing Suppl	175.00	224174	08/16/21
GALLS	08/09/21	Supplies 019001425	11-7-201-52.00 Repairs and Supplies	38.70	224175	08/16/21
GATE	08/11/21	MMH door locks I-210720-2	11-7-301-60.10 Building Maintenance	669.00	224176	08/16/21

08/13/21

Town of Weathersfield Accounts Payable

Page 2 of 3

09:35 am

Check Warrant Report # 19496 Current Prior Next FY Invoices For Fund (General Fund)

Payroll

For Check Acct 1(General Fund) All check #s 08/16/21 To 08/16/21

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
GOLDEN	GOLDEN CROSS AMBULANCE IN	08/11/21	August 2021 AUG2021	11-7-204-45.00 Golden Cross Ambulance	1859.00	224177	08/16/21
GMP	GREEN MOUNTAIN POWER	08/10/21	7/6-8/4 acct31348200002 1862JUL21	11-7-301-30.01 GF-Perkins Village elec	93.37	224179	08/16/21
GMP	GREEN MOUNTAIN POWER	08/11/21	7/6-8/4 acct 58757200009 FIREAUG21	11-7-205-31.10 Fire Hydrant El Service	19.70	224179	08/16/21
GMP	GREEN MOUNTAIN POWER	08/10/21	acct 90947992575 QRDJUL21	11-7-301-30.01 GF-Perkins Village elec	223.45	224179	08/16/21
GMP	GREEN MOUNTAIN POWER	08/11/21	7/6-8/4 acct 80547200008 WWVFDJUL21	11-7-207-30.00 WWVFD Funding	117.98	224179	08/16/21
GREENSCRE	GREEN SCREEN GRAPHICS	07/30/21	Tenny Memorial Frame/Post 11856	11-7-302-38.12 Tenny Tree Memorial	1665.00	224180	08/16/21
INGRA	INGRAM LIBRARY SERVICES	08/10/21	Books 53983661	11-7-601-78.00 Library-Media	30.43	224181	08/16/21
WRIGHTJ	KINGDOM CLEANERS	08/12/21	3 Air Samples (@ \$180 ea) 8/12/21	11-7-301-60.10 Building Maintenance	540.00	224182	08/16/21
LEAF	LEAF	08/10/21	Copier lease August 21 12160490	11-7-101-44.00 GF-Copier Lease	323.08	224183	08/16/21
NE MUN	NEMRC	08/10/21	Annual Disater Recovery 48467	11-1-030-00.00 Prepaid Expenses & Insr	692.12	224185	08/16/21
OREILLY	O'REILLY AUTO PARTS	08/05/21	Supplies 5683-280458	11-7-201-51.00 Gas and Oil	45.03	224187	08/16/21
VTAGHUMAN	OFFICE OF CHILD SUPPORT	08/05/21	Payroll Transfer PR-08/05/21	11-2-011-07.00 Garnishments	327.84	224188	08/16/21
VTAGHUMAN	OFFICE OF CHILD SUPPORT	08/12/21	Payroll Transfer PR-08/12/21	11-2-011-07.00 Garnishments	327.84	224188	08/16/21
OSG	OSGOOD, CINDY	08/10/21	Plaque for Reading room WALNUTPLAQUE	11-7-601-38.00 Library-Library Programs	120.02	224189	08/16/21
PALEIRI	PALEIRI RIK	08/11/21	Summer Music Series 8/27/21	11-7-305-25.00 Performers - Smr Music	200.00	224190	08/16/21
PRIOR	PRIORITY EXPRESS	08/11/21	Interlibrary 81682131	11-7-601-21.00 Library-Postage	100.00	224191	08/16/21
S.G.REED	REED TRUCK SERVICES INC	08/09/21	Service '12 Spartan Gladi 4550	11-7-206-60.10 Vehicle Maintenance	1139.77	224193	08/16/21
S.G.REED	REED TRUCK SERVICES INC	08/09/21	Service '12 Spartan Gladi 4550	11-7-206-60.10 Vehicle Maintenance	889.29	224193	08/16/21
S.G.REED	REED TRUCK SERVICES INC	08/02/21	Service on 2017 Spartan 4583	11-7-207-53.50 General Trk Services to W	1015.93	224193	08/16/21
S.G.REED	REED TRUCK SERVICES INC	08/02/21	Service '06 International 4591	11-7-207-53.50 General Trk Services to W	3081.98	224193	08/16/21
SENIE	SENIE DANIEL	08/11/21	Summer Music Series 9/3/2021	11-7-305-25.00 Performers - Smr Music	400.00	224194	08/16/21
TDS	TDS TELECOM	08/06/21	1879 School House, July 1879JUL21	11-7-302-39.00 1879 School house Maint	83.09	224199	08/16/21
TDS	TDS TELECOM	06/04/21	Highway HWAY21	11-7-101-31.00 GF-Telephone	-0.23	224199	08/16/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	08/03/21	July mowing 5726	11-7-207-30.00 WWVFD Funding	50.00	224200	08/16/21
TJ PROPER	TJ PROPERTY MANAGEMENT LL	08/03/21	Summer mowing / clean up 5728	11-7-302-31.20 Center Grove Maintenance	280.00	224200	08/16/21

08/13/21

Town of Weathersfield Accounts Payable

Page 3 of 3

09:35 am

Check Warrant Report # 19496 Current Prior Next FY Invoices For Fund (General Fund)

Payroll

For Check Acct 1 (General Fund) All check #s 08/16/21 To 08/16/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
TJ PROPER	08/03/21	Summer mowing / clean up 5728	11-7-302-38.85 Town Parks	180.00	224200	08/16/21
TJ PROPER	08/03/21	Summer mowing / clean up 5728	11-7-601-62.10 Library-Building Maint.	88.00	224200	08/16/21
TJ PROPER	08/03/21	Summer mowing / clean up 5728	11-7-301-60.10 Building Maintenance	120.00	224200	08/16/21
TJ PROPER	08/03/21	Summer mowing / clean up 5728	11-7-302-39.00 1879 School house Maint	280.00	224200	08/16/21
TJ PROPER	08/03/21	Summer mowing / clean up 5728	11-7-302-38.85 Town Parks	88.00	224200	08/16/21
TOWNWEATH	08/05/21	Payroll Transfer PR-08/05/21	11-2-011-15.00 Miscellaneous Deduction	119.70	224201	08/16/21
TURNERA	08/11/21	Summer Music Series 8/20/21	11-7-305-25.00 Performers - Smr Music	200.00	224202	08/16/21
VALLEYNEW	08/10/21	Job Postings 512715	11-7-101-23.50 GF-Advertising	95.76	224203	08/16/21
VALLEYNEW	08/10/21	Job Postings 512715	11-7-101-23.50 GF-Advertising	104.79	224203	08/16/21
VTDEPTTAX	07/08/21	Payroll Transfer PR-07/08/21	11-2-011-07.00 Garnishments	15.00	224204	08/16/21
VTDEPTTAX	07/15/21	Payroll Transfer PR-07/15/21	11-2-011-07.00 Garnishments	15.00	224204	08/16/21
VTDEPTTAX	07/22/21	Payroll Transfer PR-07/22/21	11-2-011-07.00 Garnishments	15.00	224204	08/16/21
VERMONTPO	08/11/21	3 Officers Due FY22 MEMBERSHIP21	11-7-201-42.00 Dues and Memberships	90.00	224205	08/16/21
VTEL	08/11/21	Aug 905-111-1296 7626700AUG21	11-7-101-31.00 GF-Telephone	106.66	224206	08/16/21
WWVFD	07/30/21	Trophy Reimbursement 7/12/21 REIM	11-7-207-30.00 WWVFD Funding	292.79	224208	08/16/21
Report Total				23540.18		

08/13/21

Town of Weathersfield Accounts Payable

Page 1 of 2

09:35 am

Check Warrant Report # 19496 Current Prior Next FY Invoices For Fund (Highway Fund)

Payroll

For Check Acct 1 (General Fund) All check #s 08/16/21 To 08/16/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
AT&T SVC	08/05/21	July21 cell phone 071621JULY	12-7-101-31.00 Wireless/Pager Service	690.72	224165	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	8.70	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	12.76	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	12.76	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	8.70	224169	08/16/21
EYEMED	07/30/21	Aug 21 Premiums JULY21PREMIU	12-7-101-14.10 HWY-Insurance Benefits	12.76	224169	08/16/21
COMCASTBU	07/30/21	Acct8773501440108293 HWAYINTJUL21	12-7-101-25.00 Internet Services	129.50	224170	08/16/21
GORMAN	07/30/21	5311 Gal Summer Calcium 11011904	12-7-101-58.30 Chloride	4726.79	224178	08/16/21
GORMAN	08/11/21	4619Gal Summer Calcium 11011925	12-7-101-58.30 Chloride	4110.91	224178	08/16/21
LOWELL	08/10/21	FORD F350 repair W19865	12-7-101-52.00 Repairs & Supplies	825.36	224184	08/16/21
NORTRAX	08/11/21	Workshop 2099448	12-7-101-52.00 Repairs & Supplies	262.89	224186	08/16/21
NORTRAX	08/11/21	Workshop 2100756	12-7-101-52.00 Repairs & Supplies	2222.23	224186	08/16/21
OSGOOD	08/10/21	32' Cable and Camera 29394	12-7-101-52.00 Repairs & Supplies	760.12	224192	08/16/21
SMI	08/11/21	Beaver Trapping 7/25-8/5 JULY21BEAV	12-7-101-45.00 Contract Work	250.00	224196	08/16/21
SOUTHWOTH	07/30/21	Parts INV2331969	12-7-101-52.00 Repairs & Supplies	31.62	224197	08/16/21
STPIERRE	08/10/21	1" gravel blend 1009979	12-7-101-58.26 Gravel Purchase	2839.80	224198	08/16/21
VALLEYNEW	08/10/21	Job Postings 512715	12-7-101-23.50 Highway Advertising	68.40	224203	08/16/21
VALLEYNEW	08/10/21	Job Postings 512715	12-7-101-23.50 Highway Advertising	74.85	224203	08/16/21

08/13/21

Town of Weathersfield Accounts Payable

Page 2 of 2

09:35 am

Check Warrant Report # 19496 Current Prior Next FY Invoices For Fund (Highway Fund)

Payroll

For Check Acct 1 (General Fund) All check #s 08/16/21 To 08/16/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
-----				-----		
		Report Total		17048.87		
				=====		

08/13/21
09:35 am

Town of Weathersfield Accounts Payable
Check Warrant Report # 19496 Current Prior Next FY Invoices For Fund (Solid Waste)
For Check Acct 1 (General Fund) All check #s 08/16/21 To 08/16/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BESTSEPTI	08/05/21	BEST SEPTIC SERVICE LLC May21 TS port a potty 27206	21-7-101-45.00 Contractual Rental Expens	110.00	224167	08/16/21
BESTSEPTI	08/05/21	BEST SEPTIC SERVICE LLC July21 TS port a potty 28447	21-7-101-45.00 Contractual Rental Expens	110.00	224167	08/16/21
EYEMED	07/30/21	COMBINED INSURANCE CO OF Aug 21 Premiums JULY21PREMIU	21-7-101-14.10 Insurance Benefits	4.61	224169	08/16/21
WATTUP	08/10/21	WATTS-UP ELECTRIC INC. TS Outlets for sec camera 12236	21-7-102-52.00 Repairs and Supplies	600.00	224207	08/16/21
Report Total				824.61		

08/13/21
09:47 amTown of Weathersfield Payroll
Check Warrant Report #Page 1 of 1
Payroll

Check date 08/05/21 to 08/05/21 Departments 111 to 111

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
CONGDONJ	CONGDON, JENNIFER B.	E	14097	08/05/21	0.00	47.95
DANGOF	DANGO, FLORA ANN	E	14098	08/05/21	0.00	767.61
DANIELSWI	DANIELS, WILLIAM J.	E	14099	08/05/21	0.00	812.89
ESTYLYNNE	ESTY, LYNNETTE A.	E	14101	08/05/21	0.00	74.14
GRAHAMJ	GRAHAM, JOHN J.	E	14102	08/05/21	0.00	363.10
GULNICKB	GULNICK, BRANDON W.	E	14103	08/05/21	0.00	999.96
HIERS	HIER, STEVE A.	E	14104	08/05/21	0.00	267.90
MORANCY	MORANCY, WALTER W.	E	14109	08/05/21	0.00	920.81
PRINCE	PRINCE, RYAN C.	E	14110	08/05/21	0.00	690.59
SAVAGE	SAVAGE, OLIVIA I.		48010	08/05/21	388.49	0.00
SMITH	SMITH, STEVEN		48011	08/05/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E	14113	08/05/21	0.00	925.54
WHIDDEN	WHIDDEN, BERT C.	E	14116	08/05/21	0.00	453.32
					575.14	6323.81
					=====	=====

***6,898.95

08/13/21
09:47 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 08/05/21 to 08/05/21 Departments 121 to 121

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E 14100	08/05/21	0.00	792.65
HUNTDON	HUNTLEY, DONALD A.	E 14105	08/05/21	0.00	567.18
LONGTIN	LONGTIN, ALEXANDER J.	E 14106	08/05/21	0.00	429.73
MOORER	MOORE, RAY A.	E 14108	08/05/21	0.00	674.16
STAPLETON	STAPLETON, RAY E.	E 14112	08/05/21	0.00	782.58
				-----	-----
				0.00	3246.30
				=====	=====

***3,246.30

08/13/21
09:47 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 08/05/21 to 08/05/21 Departments 131 to 131

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E 14096	08/05/21	0.00	128.69
RICHARDMA	RICHARDSON, MARK P.	E 14111	08/05/21	0.00	707.23
TOPOLSKI	TOPOLSKI, JUDITH A.	E 14114	08/05/21	0.00	156.58
				-----	-----
				0.00	992.50
				=====	=====

*****992.50

08/13/21
09:48 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 08/05/21 to 08/05/21 Departments 211 to 211

Page 1 of 1
Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
MERICLE J	MERICLE, JAMES S.	E	14107	08/05/21	0.00	281.99
WATERST	WATERS, TYLER M.	E	14115	08/05/21	0.00	495.94
					0.00	777.93

*****777.93

08/13/21
09:45 amTown of Weathersfield Payroll
Check Warrant Report #
Check date 08/12/21 to 08/12/21 Departments 111 to 111Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
BEARSE	BEARSE, DEFOREST D.	E 14117	08/12/21	0.00	72.05
CONGDONJ	CONGDON, JENNIFER B.	E 14119	08/12/21	0.00	128.14
DANGOF	DANGO, FLORA ANN	E 14120	08/12/21	0.00	767.61
DANIELSWI	DANIELS, WILLIAM J.	E 14121	08/12/21	0.00	1288.59
ESTYJOSH	ESTY, JOSHUA W.	E 14123	08/12/21	0.00	170.35
ESTYLYNNE	ESTY, LYNNETTE A.	E 14124	08/12/21	0.00	10.65
GRAHAMJ	GRAHAM, JOHN J.	E 14125	08/12/21	0.00	185.47
GULNICKB	GULNICK, BRANDON W.	E 14126	08/12/21	0.00	999.96
HIERCA	HIER, CAROLYN A.	E 14127	08/12/21	0.00	59.93
HIERS	HIER, STEVE A.	E 14128	08/12/21	0.00	267.90
MORANCY	MORANCY, WALTER W.	E 14133	08/12/21	0.00	920.81
PRINCE	PRINCE, RYAN C.	E 14134	08/12/21	0.00	690.59
SAVAGE	SAVAGE, OLIVIA I.	48013	08/12/21	411.13	0.00
SMITH	SMITH, STEVEN	48014	08/12/21	186.65	0.00
TERRILL	TERRILL, SUSANNE	E 14137	08/12/21	0.00	925.54
WHIDDEN	WHIDDEN, BERT C.	E 14140	08/12/21	0.00	714.01
				597.78	7201.60

***7,799.38

08/13/21
09:46 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 08/12/21 to 08/12/21 Departments 121 to 121

Page 1 of 1
Payroll

Employee Number	Employee Name	Check Number	Check Date	Net Amount	Elec Amount
ESTYJO	ESTY, JOHN W.	E 14122	08/12/21	0.00	984.63
HUNTDON	HUNTLEY, DONALD A.	E 14129	08/12/21	0.00	806.08
LONGTIN	LONGTIN, ALEXANDER J.	E 14130	08/12/21	0.00	433.56
MOORER	MOORE, RAY A.	E 14132	08/12/21	0.00	677.27
STAPLETON	STAPLETON, RAY E.	E 14136	08/12/21	0.00	782.58
				-----	-----
				0.00	3684.12
				=====	=====

***3,684.12

08/13/21
09:47 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 08/12/21 to 08/12/21 Departments 131 to 131

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
COLEMAN	COLEMAN, GLENNA J.	E	14118	08/12/21	0.00	128.69
RICHARDMA	RICHARDSON, MARK P.	E	14135	08/12/21	0.00	707.23
TOPOLSKI	TOPOLSKI, JUDITH A.	E	14138	08/12/21	0.00	156.58
					-----	-----
					0.00	992.50
					=====	=====

*****992.50

08/13/21
09:47 am

Town of Weathersfield Payroll
Check Warrant Report #
Check date 08/12/21 to 08/12/21 Departments 211 to 211

Page 1 of 1
Payroll

Employee Number	Employee Name		Check Number	Check Date	Net Amount	Elec Amount
DENNETTSH	DENNETT, SHAWN M.		48012	08/12/21	75.94	0.00
MERICLE J	MERICLE, JAMES S.	E	14131	08/12/21	0.00	288.70
WATERST	WATERS, TYLER M.	E	14139	08/12/21	0.00	491.70
					75.94	780.40

*****856.34